



Naval Facilities Engineering Command

Commanding Officer's Guide for Public Works



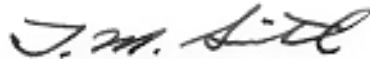
**NAVFAC P-1040
June 1999**

FOREWORD

Congratulations on your selection for Shore Command! You will find it one of the most challenging, sometimes frustrating, and definitely most rewarding jobs you have ever had. I am sure most line officers would say, "...after the first six months, I longed to return to sea and rid myself of the problems of being an installation mayor and housing landlord, not to mention dealing with the complexities of environmental laws, civilian regulations, and contractual constraints." But I can assure you that long before your tour is over, and certainly long after, you will enjoy the satisfaction of seeing your personal efforts translated into improved work environment and quality of life for our Sailors and increased performance and reliability of your base.

The comprehensive nature of the shore command course does not give you much time to reflect, ask questions about your base, or become an expert in any area. This guide is provided to be a ready reference during your command tour. This, coupled with the professional education and knowledge of your Public Works Officer, will give you the insight needed to manage your base and its facilities.

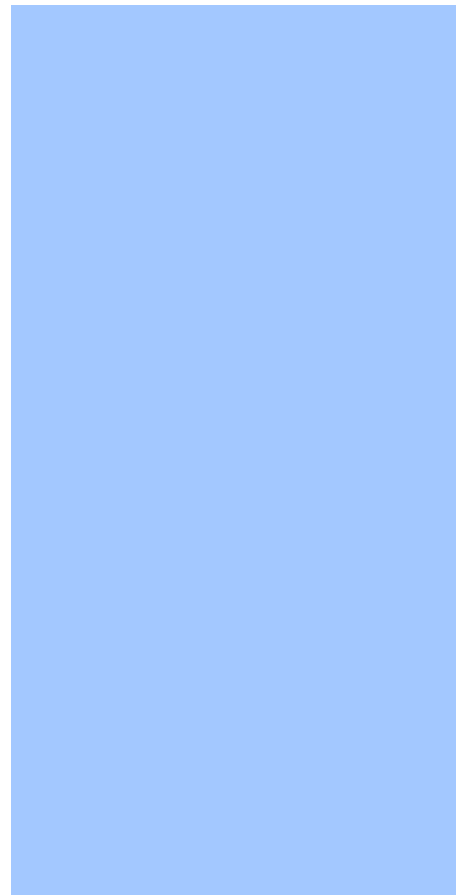
My bottom line is to provide you, the Commanding Officer, with the best possible Facilities Engineering so your stewardship ashore will start on a sound footing and continue to be strong and productive throughout your tour.



L. M. SMITH
Rear Admiral, CEC, U.S. Navy
Commander
Naval Facilities Engineering Command

Commanding Officer's Guide for

Public Works



June 1999

Naval Facilities Engineering Command

Washington Navy Yard

1322 Patterson Avenue SE Suite 1000

Washington, D.C. 20374-5065

ABSTRACT

This guide is intended for the Commanding Officers of shore activities to be used as a quick reference regarding facilities management concerns. Each section contains a brief synopsis of the subject area along with a list of exploratory questions that the Commanding Officer can ask the Public Works Officer or the Facility Manager. The questions can also be used in conjunction with visits to the various departments.



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CNO's Vision and Standards

Shore facilities represent an important investment and should be managed with a similar degree of commitment, concern and support, as are ships, aircraft and weapons systems. They should be constructed to satisfy specific mission requirements, kept ready through planned maintenance programs, and considered for modernization, replacement or demolition when obsolete and uneconomical to maintain and operate. The following provides a broad overview of goals, expectations and the relative areas of emphasis for the various types of facilities found at the Navy's major shore installations. This information should serve as a guide to focus resources to provide the greatest readiness benefits and ensure Naval facilities continue to adequately support mission demands now and in the future.

Naval facilities in general will be maintained to substantially meet mission demands with minor difficulty. High performance facilities technology will be employed to increase reliability and reduce life-cycle costs of key infrastructure components. Facilities will be energy efficient, have adequate communication systems and incorporate environmental friendly technologies to mitigate potential environmental hazards. Buildings and facilities will provide a productive, professional and efficient working environment with minimal risk of mission curtailment due to unscheduled outages, breakdown maintenance and documented structural, safety and environmental hazards.

Section 1.1

Air Operations Facilities

Air Operations Facilities will be fully capable of supporting the mission demands of today's aircraft and the inter-operable, multi-mission, joint-warfare platforms of tomorrow. Facilities will be modernized and maintained to ensure aviation safety is never compromised. New facilities will be designed to provide appropriate runway length/lighting and ample parking aprons and taxiways for safe operations.



New construction and repairs will incorporate innovative technologies such as high temperature pavements, joint seals and composite materials for underground aviation fuel storage and distribution systems. Facilities will be maintained to minimize restrictions or curtailment of air operations due to facility condition.

Pavement condition will be maintained at:

- ✓ Pavement condition index (PCI) between 71-85
- ✓ Load carrying capacity ratio 0.9-1.1
- ✓ Surface friction of 0.42-0.50

Key areas of focus include:

- ✓ Minimizing foreign objects damage (FOD)
- ✓ Testing and maintaining hangar fire protection systems
- ✓ Properly maintaining ATC air conditioning and uninterruptible power systems (UPS)

Section 1.2

Seaport Operations Facilities

Seaport Operations Facilities will be fully capable of supporting the mission demands of today's fleet and the smart ships of tomorrow, including the Navy's increasing Command, Control, Communications, Computers and Intelligence (C4I) requirements. Piers and wharves will be of sufficient capacity to support crane and storage loads and deliver utilities in adequate quantity with standardized connections. Innovative technologies such as composite piles and decks will be incorporated in new construction and repairs.

The waterfront will be substantially operational with minimal increases in the evolution time for loading, off-loading or ship maintenance due to reduced capacity of piers and wharves. Facilities will be maintained to minimize impacts to cold iron support, weapons system testing and degaussing/deperming operations due to facility condition or capacity. Maintenance dredging will be accomplished when the requirement is identified to minimize risk of fouling or non-availability of berths to designated ships due to shoaling or accumulated sediment.

Key areas of focus include:

- ✓ Condition of fender and structural piles
- ✓ Crane certification and maintenance
- ✓ Pier and crane load handling capacities
- ✓ Neat and organized utility connections and pier side storage



Section 1.3

Training Facilities



Training Facilities will be fully capable of supporting the surface, sub-surface and aviation training demands of today's fleet with increasing reliance on modeling and simulation technology, distance learning, video tele-training and the electronic classroom to meet training requirements. To provide the type of training that is critical to our readiness and mobilization functions, facilities will allow replication

of the contingency situations the Navy currently faces and will face in the future. State-of-the-art facilities technology will be employed to meet the demands of new instructional environments. Building interiors will be adaptable to changing requirements and accommodate a variety of training equipment. Facilities will be maintained to minimize adverse effects on classroom or unit training days and simulator operations due to facility condition. Facility related concerns will only account for a minor portion of student complaints.

Key areas of focus include:

- ✓ Use of durable and easily maintained architectural finishes
- ✓ Plumbing, HVAC, lighting and life safety deficiencies
- ✓ Appropriate levels of custodial care

Section 1.4

Utility Systems

Utility Systems will be fully capable of meeting the current and future demands of the Navy, with an increased emphasis on managing energy rather than infrastructure. Towards this end, all utility systems will be privatized except those needed for unique security reasons or when privatization is uneconomical. Each system will be of sufficient capacity and reliability to ensure uninterrupted support of critical facilities and equipment. Systems will be properly looped to provide redundant capability for mission essential facilities. State-of-the-art technology will be employed to increase energy efficiency and improve reliability including remote diagnostics and composite materials. All new utilities will be installed below grade where practical and appropriate based on location and surroundings.



Key areas of focus include:

- ✓ Preventive maintenance of dynamic equipment to minimize unplanned outages
- ✓ Prompt correction of life safety deficiencies
- ✓ Enhanced corrosion control program for piping systems

Section 1.5

Housing Facilities

Housing Facilities will provide a high quality living environment for service members and their families, with an increasing emphasis on private sector expertise and capital to leverage resources and speed revitalization of family housing.

Bachelor housing will meet contemporary standards specifically aimed at improving retention and quality of life for single service members. Facilities will employ durable, low maintenance interior and exterior materials and landscaping, and be maintained to minimize bachelor and family housing requirements impacted due to facility conditions.



Key areas of focus include:

- ✓ Implement private sector best practices
- ✓ Appropriate levels of scheduled ground maintenance for common areas
- ✓ Condition of roofs and exterior/interior finishes
- ✓ Improve service at reduced cost
- ✓ Preventive maintenance of housing components

Section 1.6

Maintenance Facilities

Maintenance Facilities will be fully capable of supporting the technically exacting demands of today's ships and aircraft. Facilities will be planned, constructed and maintained within the framework of an increased emphasis on industry, interoperable and off-the-shelf technology and the other military services to support and modernize all systems, ordnance and equipment required by the Naval Forces of the future.

Maintenance facilities will provide an environment that encourages and supports Integrated Product Teams (IPT), technical excellence, cost consciousness, innovation and protection of the environment.

Facilities will be designed to provide:

- ✓ Open interiors to sustain continuous operations and surge capacity
- ✓ Adequate utility capacity
- ✓ Environmental safeguards
- ✓ Adaptability to changing industrial processes



Facilities will be maintained to minimize: impediments to maintenance, repair, alteration and calibration of ships, aircraft, weapons systems and electronics; and, increases in actual, over planned or standard man-hours for maintenance, that result from facility conditions.

Key areas of focus include:

- ✓ Organization and cleanliness of interior and exterior work spaces and storage areas
- ✓ Protection of critical and high-value equipment from damage by the elements
- ✓ Certification of weight handling equipment
- ✓ Preventive maintenance of utility and HVAC systems
- ✓ Adequate area and task lighting

Section 1.7

Storage Facilities

Storage Facilities will be fully capable of supporting the service and supply demands of today's Naval Forces, with increasing emphasis on private industrial suppliers to reduce infrastructure and create a highly efficient, customer-driven global network.



Facilities will include:

- ✓ Robust communication network and the data access infrastructure necessary to support "Total Asset Visibility" and "One-Touch Supply"
- ✓ Flexible building interiors and automated material handling and inventory systems
- ✓ Easy accessibility for shipping and receiving
- ✓ Labor saving security devices

Facilities will be maintained to minimize annual inventory damage and reductions in ordnance and POL storage capacity or the capacity to store supplies under prescribed storage procedures due to facility condition.

Key areas of focus include:

- ✓ Fire and safety requirements for POL, HAZMAT and Ordnance storage
- ✓ Protection of critical and high-value inventory from damage by the elements
- ✓ Adequate security based on risk assessment
- ✓ Cathodic protection of buried fuel tanks and piping
- ✓ Preventive maintenance of climate control systems
- ✓ Certification of material handling systems

Section 1.8

RDT&E Facilities

RDT&E Facilities will be fully capable of supporting scientific research and advanced technological development, with an increasing emphasis on inter-service support agreements and industry partnerships directed toward maritime applications of new and improved materials, techniques, equipment, systems and technologies. Facilities will employ flexible interior building systems for ready adaptation to the changing RDT&E mission and provide easy accessibility to lab spaces for large equipment, and be maintained to minimize impediments to research, development, experimentation and testing that may be attributable to facility condition.



Key areas of focus include:

- ✓ HVAC systems supporting critical functional areas
- ✓ Security and fire protection systems
- ✓ Protection of high-value and sensitive equipment from damage by the elements

Section 1.9

Communications Facilities

Communications Facilities will be fully capable of supporting the management, processing and transfer of information for command, control and administration of the Navy. This requires ashore infrastructure that provides flexible, affordable and assured information systems that meet the current and future demands for electronic information in all its forms (i.e., voice, video and data).

State-of-the-art facilities technology will be employed to meet the demands of a rapidly changing communications environment.



Facilities will include:

- ✓ Labor saving security devices
- ✓ Flexible interior building systems
- ✓ Dependable power supply
- ✓ High performance materials and coating systems for antennas and towers

Facilities will be maintained to minimize increases in costs to communications equipment and degradation of voice/data communications due to facility condition.

Key areas of focus include:

- ✓ Enhanced corrosion control for towers and antennas
- ✓ Protection of critical equipment from damage by the elements
- ✓ Preventive maintenance of HVAC systems supporting critical equipment
- ✓ Properly maintained security and fire protection systems
- ✓ Maintenance of uninterruptible power systems (UPS)

Section 1.10

Support Facilities

Support Facilities will be capable of meeting the administrative demands of the Navy and the personnel support requirements of service members and their families. Facilities will be planned, constructed and maintained within the framework of an increased reliance on the private sector and local community to provide high quality and cost effective support services (medical, dental, messing, administrative, public works, security, fire protection, transportation, MWR and personal support). Facilities will support computer networking and "*Smart Base*" concepts and include the use of alternate energy sources and durable and easily maintained architectural finishes. Facilities will be maintained to minimize unavailability of support services due to facility condition.

Key areas of focus include:

- ✓ Appropriate levels of custodial service
- ✓ Condition of roofs and interior/exterior finishes
- ✓ HVAC system maintenance
- ✓ Immediate correction of life safety deficiencies



Section 1.11

Roads and Grounds

Roads and Grounds are an integral component of base readiness and quality of life. Parks, plazas and green areas will be incorporated in planned development to improve workplace and living area standards and preserve natural areas and environmentally sensitive lands. Landscaping and other amenities will be well located and appealing, with an emphasis on low cost and low maintenance improvements strategically located in high visibility areas providing the greatest impact to overall base appearance and quality of life. Roads and bridges will be sized and maintained to safely handle base traffic volume and minimize increases in maintenance of base vehicles attributable to condition of roads.



Standard maintenance conditions will be:

- ✓ Pavement condition index (PCI) of 56-70
- ✓ Bridges will have structural adequacy and safety rating of 46-50
- ✓ Railroad trackage will be assigned a certification level of 75% full certification and 25% restricted certification

Key areas of focus include:

- ✓ Appropriate levels of service for grounds maintenance based on location and surroundings
- ✓ Recurring maintenance of roads to minimize "pot holes"
- ✓ Adequate exterior signage

References

Navy Policy and Documents

- OPNAVINST 3501.167B CH-2, Shore Base Readiness Report (BASEREP)
 - OPNAVINST 11100.3, Shore Facilities Life Extension Program (SHORE FLEP)
 - OPNAVINST 11010.23E, Management of Shore Base Maintenance of Real Property (MRP) Functions
 - OPNAVINST 11000.16A, Command Responsibility for Shore Activity Land and Facilities
 - Fleet Real Property Maintenance (RPM) Readiness Condition Criteria
-



Organizational Overview

This **Organizational Overview** is designed to provide a synopsis of the overall Public Works organizational structure in order to define the Public Works operational environment.

Section 2.1

Office of Secretary of Defense



The **Office of the Secretary of Defense (OSD)** is the principal staff element of the Secretary of Defense in the exercise of policy development, planning, resource management, fiscal, and program evaluation responsibilities.

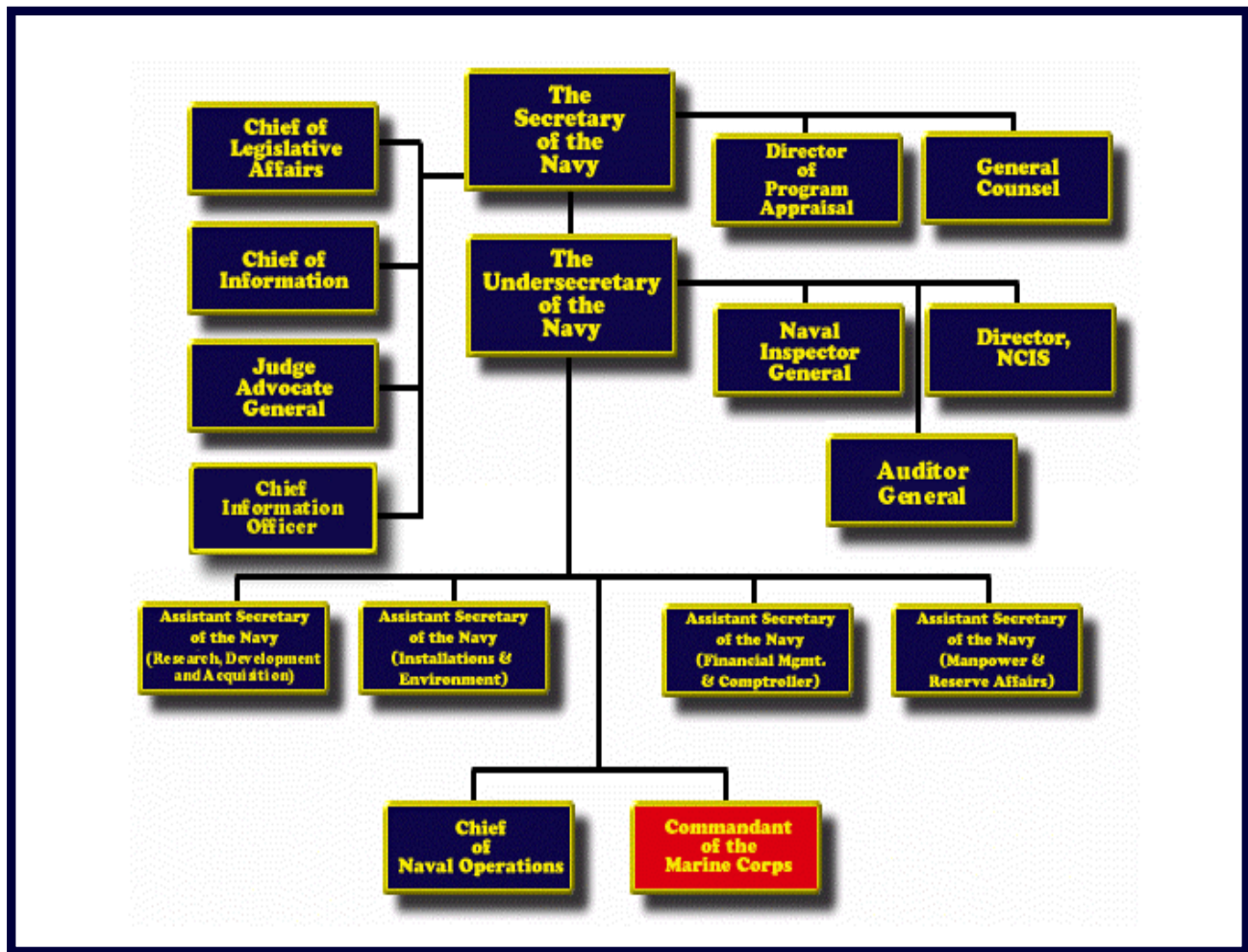
The **Deputy Under Secretary of Defense for Installations, DUSD(I)**, ensures that installations meet all readiness needs for war contingency, peacekeeping and humanitarian taskings, as well as training, deployment and housing.

Section 2.2

Secretary of Navy

The **Secretary of the Navy (SECNAV)** oversees the construction, outfitting, and repair of naval forces equipment and facilities.

The **Assistant Secretary of the Navy for Installations and Environment, ASN(I&E)**. ASN(I&E) is responsible for developing policy, establishing requirements, overseeing execution and representing DON interests on environment and safety, installations and facilities (including construction), and shore resources.



Section 2.3

Chief of Naval Operations

For planning and programming purposes, CNO has established resource and assessment sponsors. N4 is the resource and assessment sponsor for Navy Logistics. Within N4 there are a number of divisions responsible for facilities and installation management:

- N44 Facilities and Engineering Division
- N45 Environmental Protection, Safety and Occupational Health Division
- N46 Shore Installation Management Division

N44's areas of responsibility include facilities planning, real property maintenance, energy, housing, base closure, military construction and Seabee programs. N46's areas of responsibility include regionalization, other base operating support, force protection, MWR and quality of life programs.

Section 2.4

Major Claimant Organization

Major Claimants:

- ✓ Allocate resources for shore activity operation and maintenance to activities as approved or emphasized by CNO.
- ✓ Issue guidance and instructions as necessary for administration and management of assigned land and facilities.
Maintain a qualified and trained staff for administering land and facilities matters. Employ technical assistance provided by Commander Naval Facilities Engineering Command.
- ✓ Keep CNO appropriately informed of the adequacy and material condition of assigned land and facilities. Advise CNO of any required resources or actions that are beyond a claimant's own capacity or authority.

Major Claimants with Class I and Class II Property:

SHORT TITLE LONG TITLE

CINCLANTFLT	Commander in Chief, Atlantic Fleet
CINCPACFLT	Commander in Chief, Pacific Fleet
CINCUSNAVEUR	Commander in Chief, Europe
CNET	Chief of Naval Education & Training
CNO	Chief of Naval Operations
COMNAVRESFOR	Commander, Naval Reserve Forces
NAVSEASYSKOM	Naval Sea Systems Command
NAVAIRSYSKOM	Naval Air Systems Command
NCTC	Naval Computer and Telecommunications Command
SSP	Strategic Systems Programs

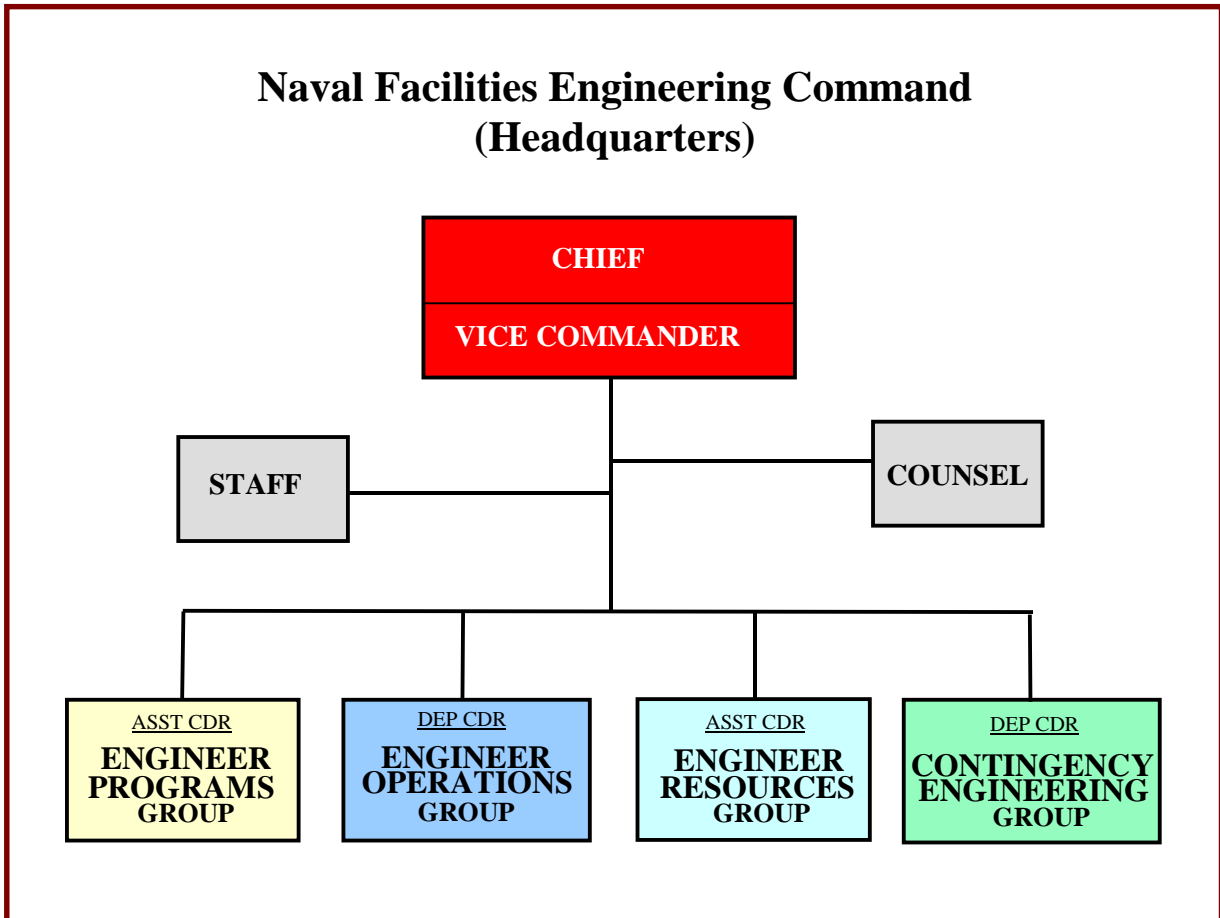
Section 2.5

Naval Facilities Engineering Command



The Naval Facilities Engineering Command (NAVFAC) is the facilities, installation and contingency engineering expert serving the Navy and Marine Corps, Unified Commanders, DOD and other federal agencies. NAVFAC is tasked with providing technical advice and guidance to CNO, Major Claimants and activity commanding officers in planning, executing, and appraising the effectiveness of facility maintenance programs, and condition assessment

and support during the planning, programming, and budgeting process. NAVFAC provides support to CNO, the operating forces of the Navy, the Marine Corps, and other offices and organizations in regard to shore facilities and related engineering material and equipment. Within the NAVFAC Engineer Programs Group, the Public Works Directorate is the component charged with processes, resources, and assessment for installations management.



Section 2.6

Engineering Field Divisions/Activities

The Engineering Field Divisions (EFDs) and Engineering Field Activities (EFAs) provide facilities management and engineering support for the activity Public Works manager. EFDs are staffed with specialists of all disciplines related to facilities management and engineering. EFDs will respond to a request from the activity, the major claimant, or NAVFAC (as shore facilities proponent for CNO).

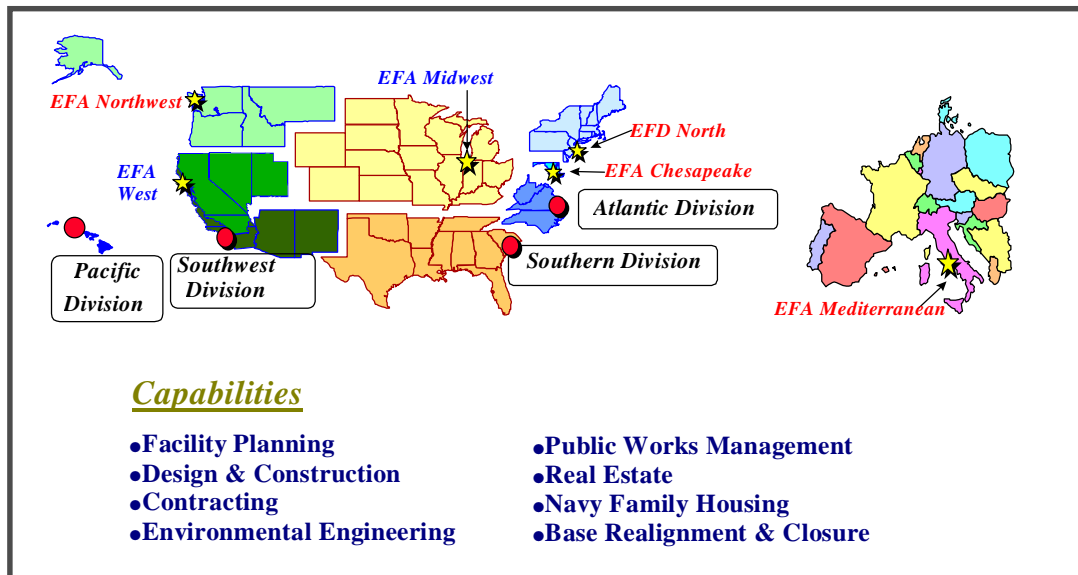
NAVFAC Headquarters tasks the EFDs/EFAs with providing staff support to assigned claimants and subclaimants. Some claimants have issued instructions

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delegating the engineering support responsibility to an EFD. This action involves the assignment of staff codes (double-hatting) to EFD divisions.

Claimant support assignments are predicated on geographic location of the claimant. The claimant support functions performed by the EFDs for the Claimant's facility manager include:

- ✓ Facility planning, design and construction
- ✓ Contracting management
- ✓ Developing budget guidance
- ✓ Developing AIS guidance
- ✓ Developing the Claimant's budget submission to CNO
- ✓ Developing the Claimant's AIS submission to CNO
- ✓ Developing the Claimant's POM issues for submission to CNO
- ✓ Providing facilities management program analyses
- ✓ Providing Claimant resource distribution recommendation (among claimant activities)
- ✓ Activity assist visits upon request



The geographical EFDs provide facility management support to activities in a defined geographical region. This support is generally in terms of assuring that the Facilities Management System is functioning properly and that the activity's facilities management team is trained, and aware of the latest issues in their area. Some of these support functions include:

- ✓ Conducting Control Inspector training
- ✓ Conducting Facilities Management training

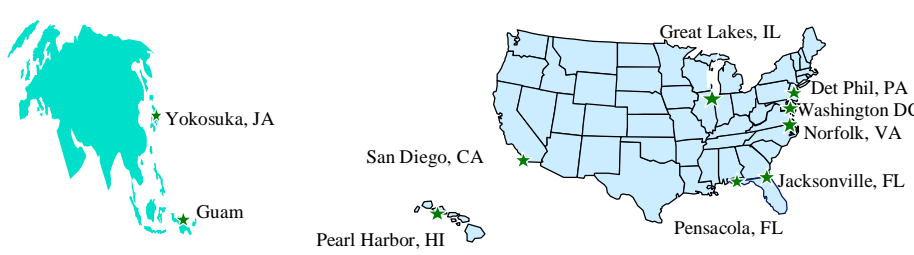
- ✓ Providing Special Project review/validation (as tasked)
- ✓ Special Project Preparation and Planning (as tasked)
- ✓ Reviewing Facilities Support contracts (FSC)
- ✓ Conducting FSC training
- ✓ Conducting Special Studies in response to Engineering Service Requests (ESRs)

The Engineering Field Divisions are agile, global engineering organizations providing contingency engineering; shore facilities planning, design and construction; and engineering support for base operations and maintenance.

Section 2.7

Public Works Centers

The Navy Public Works Centers (PWCs) provide utilities services, facilities maintenance, support and services to family housing, transportation support, weight handling equipment support, and engineering services. Additionally, PWCs provide shore activities planning support required by afloat and ashore operation forces and other activities.



The map shows the locations of Navy Public Works Centers (PWCs) around the world. In Japan, there is a location at Yokosuka, JA. In the Pacific, there are locations at Guam and Pearl Harbor, HI. In the United States, locations are marked in San Diego, CA; Great Lakes, IL; Det Phil, PA; Washington DC; Norfolk, VA; Jacksonville, FL; and Pensacola, FL.

Capabilities

- **Full time public works support to area bases**
- **Maintenance, utilities, transportation & environmental services**
- **Provide support services to Navy housing**

*PWCs report to their respective regional commanders.
NAVFAC provides the Centers with technical and business management support.*

PWCs have a unique Command and Control structure. They operate under the command of the regional naval base commander who serves as Immediate Superior in Command (ISIC), and also under the technical control of the Naval Facilities Engineering Command as major claimant.

The Public Works Centers are base support providers to military, federal, state, and local activities located within ten regional areas serviced by the Public Works Centers and their detachments. Currently, Public Works Centers provide services to DOD, Navy, Army, Air Force, Marine Corps, Coast Guard, National Aeronautics and Space Administration, state, and other federal and nonfederal activities.

Section 2.8

Public Works Departments

The function of Navy Public Works Departments (PWDs) is to provide the same types of services as PWCs in locations where PWCs are not available. PWDs are typically under the direct control of the base commanding offices.

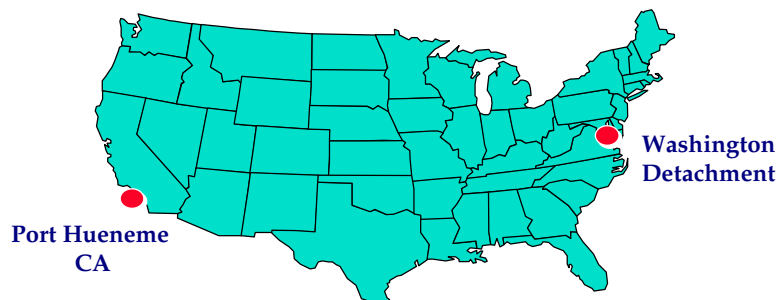
Section 2.9

Naval Facilities Engineering Service Center



The Naval Facilities Engineering Service Center (NFESC) is the Navy's center for specialized facilities engineering and technology.

The NFESC was established on October 1, 1993 to consolidate the missions of six components of the Naval Facilities Engineering Command (NAVFAC).



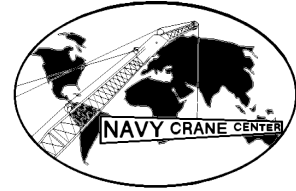
NFESC Capabilities

- Worldwide Specialized Technical Support
- Leveraging the Benefits of Technology
- Amphibious/Expeditionary Logistics
- Energy and Utilities Technology
- Advanced Environmental Technology
- Shore and Ocean Facility Services

Section 2.10

Navy Crane Center

Cranes are critical to performing the mission at most activities. Because of the importance of this equipment, and the potential impact of the failure or misuse of cranes, the Navy Crane Center (NCC) has been established to centrally manage the Navy crane program. NCC is located in Lester, PA and has staff located in areas of Navy concentration, particularly where a naval shipyard is located. NCC's mission includes the following functions:



- ✓ Acquisition Center of Expertise for specialized crane procurement
- ✓ Crane alterations, review and approve
- ✓ In-service engineering, support shore activities
- ✓ Validation of special purpose service cranes
- ✓ Audit of naval shore activity weight handling equipment (WHE) programs
- ✓ WHE program management and technical training
- ✓ Navy-wide policy and design criteria
- ✓ WHE training and qualification requirements
- ✓ Rigging gear maintenance, inspection, and test program
- ✓ Third party certification of Navy-owned cranes
- ✓ Safety related services for WHE
- ✓ Configuration management for naval shipyards and other shore activities
- ✓ Life-cycle management for floating cranes and service craft



Facilities Planning/Programming

The Navy is engaged in a comprehensive assessment of its operating forces, policies, and support structures to determine its capacity to meet national obligations. This assessment impacts the way in which the Navy plans for its shore establishment. Budget realities dictate that the Navy operates in an environment that optimizes the mix of services provided by the government, industry, and the community. While recent base closure initiatives have helped reduce the cost of infrastructure, these reductions have not kept pace with the decline in force structure. To help reduce the cost of infrastructure, the Navy continuously seeks to identify areas of potential savings and reduce shore base operating expenses. Savings in total cost of infrastructure have already been realized due to the introduction of a number of innovative initiatives.

Section 3.1

Regional Planning

Regionalization

The Navy has directed that specified Navy regions embark on a program of Regionalization. The Regionalization initiative looks to eliminate redundant organizations and functions through standardization, consolidation, and reduction in overhead costs.

Installations must ensure that access to services such as food, housing, clergy, child care, education, recreational facilities, retail, and health care is readily available, either on the installation itself or within the surrounding community. In order to achieve an optimal mix of needed services from the government, industry and the community, the Navy has developed the concept of ***Regional Shore Infrastructure Plans (RSIP)***, which take the place of activity master plans. The RSIPs must develop recommended solutions to facility issues

Guiding Principles for Regionalization

- ◆ No tenant should do what a host command can do.
- ◆ No host should do what a regional complex can do.
- ◆ No regional complex should do what the surrounding community can do more cost effectively.
- ◆ The number of host commands and tenants providing services should be reduced to the minimum.

and integrate Installation Management and Regional Planning initiatives. RSIP provides comprehensive, long-range plans that consolidate the land and facilities planning issues for a specific region. This is a departure from the Navy's land and facilities planning policy of the past, which focused on an individual Navy shore activity. The concept of regional planning recognizes the vast facility resources that the Navy has in a given region and focuses on resolving facility issues using a broader regional analysis.

OPNAVINST 11000.16A Change 1 directs the Naval Facilities Engineering Command to manage implementation of the comprehensive regional planning program and to serve as advisor to installation management claimants. This instruction provides policy and guidance for the development of RSIPs. The RSIP will optimize the use of land and facilities across a region consistent with CNO, major claimant and regional command visions through functional consolidations, installation management (IM) initiatives, and partnering with other DOD services, federal, state and local agencies and the private sector. Military Construction, previously the primary means of satisfying facility deficiencies, is now considered one of several options. Planners should seek other means to satisfy a facility requirement before evaluating the use of Military Construction.

The basic concept of how the Navy plans its shore land and facilities remains the same. Mission, base loading, assigned workload and tasks are translated into Basic Facilities Requirements, i.e., the facilities required to perform the mission, support the base loading and accomplish workloads and tasks. The available existing assets are evaluated to determine best usage to satisfy requirements. Facility deficiencies and surpluses are then identified and a plan is developed to correct facility deficiencies and dispose of surplus facilities. Previously, this analysis was performed at an activity level. Now, Navy is taking a broader, regional perspective of seeking solutions to facility issues. The planning process also includes consideration for air and range installations' compatible use zones (AICUZ/RAICUZ), natural and cultural resources, environmental issues and real estate concerns.

Section 3.2

Facilities Project Planning

Facilities projects are identified and developed through the *Shore Facilities Planning System (SFPS)*. SFPS determines the facilities necessary for the accomplishment of assigned missions, to ensure optimum utilization and maintenance of existing assets, and to plan for necessary facility disposals and acquisitions. The result of the SFPS process is the identification and development of specific projects needed to satisfy an activity's mission requirements.

The SFPS Process

1. Facility requirements
2. Assets evaluation
3. Analysis, concepts & proposals
4. Implementation
5. Quality assurance

Facilities required for an activity to perform its mission are identified in the **Basic Facility Requirements (BFR)**. The BFR is developed by identifying the mission, the number of people and type of equipment needed, to accomplish this mission. Using guidelines provided in the NAVFAC P-72 and P-80, the data is translated into square feet of operations, maintenance, supply, public works, medical, administrative, community support, and morale, welfare and recreational (MWR) facilities. Existing assets are compared with the BFR and cost estimates are prepared to obtain funds to correct the shortfalls. If construction or alterations are required and are less than \$500,000, the activity or the major claimant may fund it. Projects in excess of \$500,000 are classified as Military Construction (MILCON) and require Congressional authorization and funding. Consider the lead time when using MILCON solutions.

OPNAVINST 11010.20F provides very specific guidance regarding the characterization and submission of maintenance, repair and construction projects. Project monetary limits are provided in Appendix 1. Further information on identification, planning and programming of maintenance and repair requirements is provided in Chapter 5, *Facilities Management*.

Section 3.3

MILCON Programming

The major claimant reviews, approves, prioritizes, and forwards MILCON project requests to NAVFAC for inclusion in the **Military Construction Requirements List (MILCON RL)**. Depending upon the scope, complexity, urgency, or funding requirement the review process can range from a few months to years particularly when a project is competing in the Program Objectives Memorandum (POM) process.

The funding level for each program year is established by CNO through the Navy Programming System, or more specifically the POM, based on fiscal guidance provided by OSD. OPNAV Resource Sponsors are responsible for programming all appropriations required to support their areas of cognizance. CNO N44 is the principal resource sponsor for MCON. However, warfare sponsors in OPNAV N8 will occasionally program projects for new mission requirements. The resource sponsor's role is to balance the competing interests for resources to maximize mission effectiveness.

The primary means of prioritizing MCON requirements is the Shore Facilities Planing Board (SFPB). The SFPB meets annually to review all outstanding MCON requirements and develop the Navy's MCON program. As the program becomes firm, Major Claimants task the activities to prepare and submit a Team DD Form 1391 Plus for each project. The Team DD 1391 Plus includes an economic analysis, National Environmental Policy Act (NEPA) documentation, and a land planning report for land acquisition projects.

Section 3.4

Special Projects Programming

Special projects are approved and funded by the major claimant. Project monetary limits and approval authorities are provided in Appendix 1. DASN(I&F) approval is required for all projects exceeding \$5 million. Congressional notification is required for all repair projects over \$10 million. Sufficient time should be allowed for the necessary project approvals and notifications.

Special projects compete for limited resources and are prioritized and programmed based on a number of considerations including:

- ✓ Commanding Officer's priority
- ✓ Type of facility
- ✓ Mission impact (BASEREP)
- ✓ Facility condition (AIS critical)
- ✓ Executability (design status)

Section 3.5

National Environmental Policy Act (NEPA)

The *National Environmental Policy Act (NEPA)* affects virtually every proposed action on an activity, including proposals for substantive changes in ongoing actions. NEPA requires all federal agencies to give appropriate pre-decision consideration to environmental effects of proposed actions in their planning and decisions, and to prepare detailed statements regarding such considerations and the resulting recommendations for major federal actions significantly affecting the quality of the human environment. A "major federal action" includes actions with effects that may be major and which are potentially subject to federal control and responsibility. Significant effects to the environment could include:

- Interference with the reasonable peaceful enjoyment of property or use of property
- Interference with visual or auditory amenities
- Limitation on multiple use management programs for an area
- Danger to the health, safety or welfare of human life
- Irreparable harm to animal or plant life in an area



An example of such an action is maintenance dredging which requires identification of the disposal site plus NEPA documentation describing the potential impact and possible alternatives. Sufficient time must be allowed for NEPA considerations in all project planning efforts.

Section 3.6

AICUZ/RAICUZ

(This section pertains only to bases that have runways and or heliports.)

Air Installations Compatible Use Zones (AICUZ)

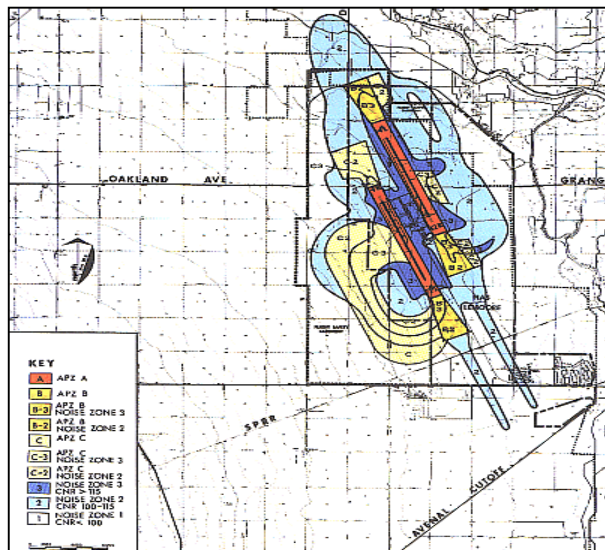
DOD established the AICUZ Program to address the spirit of the Noise Control Act of 1972. Although the Act does not apply to military aircraft the current requirements and guidelines for the program are contained in OPNAVINST 11010.36 series. Additionally, the AICUZ Program derives local government support from zoning restrictions on land use development to protect and promote public health, safety, and welfare.

The AICUZ Program is not a land acquisition or management program. The purpose is to prevent incompatible development in high noise exposure areas (zones), to minimize public exposure to potential safety hazards associated with aircraft operations, and to protect the air installation's operational capability. The AICUZ Program identifies land areas in the vicinity of air installations on which DOD recommends restrictions on land uses that may obstruct airspace, be incompatible with current or projected air operations, or are otherwise hazardous to aircraft operations

Range Air Installations Compatible Use Zones (RAICUZ)

The purpose of the Range Air Installations Compatible Use Zones (RAICUZ) program is to achieve compatibility between the Navy's air-to-ground training ranges and existing and proposed land use and airspace in the vicinity of the range installation by meeting the following primary objectives:

- ◆ Preclude public exposure to hazards associated with air-to-ground weapons delivery.
- ◆ Prevent incompatible land development near training range operations (low-level overflight, drop hazards, and high noise levels).
- ◆ Protect Navy and Marine Corps investment by safeguarding the operational capabilities of those ranges.



- ◆ Inform the public about the RAICUZ program and seek cooperative efforts to minimize potential safety and noise impact in the vicinity of the air-to-ground range installation.

Section 3.7

Cultural Resources



Cultural resources collectively refers to the historic buildings, structures, districts, archeological sites, ships, aircraft, art, documents, Native American sites and other similar property that may exist on an activity. The term also refers to properties, which are listed, or eligible for listing, in the National Register of Historic Places. Such resources are important because they provide a sense of continuity and pride and represent the overall DON contribution to our military

and national heritage. According to SECNAVINST 4000.35, "...protection of these components of the nation's heritage is an essential part of the defense mission and the Department of the Navy is committed to responsible cultural resource stewardship." A number of federal laws, regulations and naval instructions require DoN to identify cultural resources under its control and manage the impacts of its actions on these resources as a part of its planning process.

To ensure proper management of cultural resources and achieve compliance with applicable laws, activities are required to develop ***Integrated Cultural Resource Management Plans (ICRMP)***, previously called Historic and Archeological Resources Protection (HARP) Plans. The content of an ICRMP will depend upon the assigned mission and types of actions and functions performed at the activity, and the types of cultural resources that exist on the activity.

Section 3.8

Natural Resources

Navy has stewardship of some of the most ecologically important lands in the country and therefore a responsibility to sustain strong natural resources programs to preserve mission access to air, land and sea resources at Navy installations. Effective natural resources management requires a conscious and active concern for the inherent value of natural resources in all Navy plans, actions, and programs. Each installation is required,

by the Sikes Act Improvement Amendments of 1997, DOD and Navy policy, to act responsibly in the public interest in managing its lands and natural resources and to provide public access to the extent that is not incompatible with the mission. The Sikes Act also requires each installation to prepare an ***Integrated Natural Resources Management Plan (INRMP)*** which incorporates ecosystem management as a basis for planning and management of Navy installations. The INRMP addresses fish and wildlife, land, forestry, and outdoor recreation management.

The conservation of natural resources and the military mission are generally not mutually exclusive. Natural resource managers must strive to integrate natural resources mandates with mission and operational requirements and constraints. Effective planning is key to ensuring that compliance with natural resources legal mandates do not impact mission requirements. Through a proactive approach of ensuring adequate staffing and/or technical support, proper planning and budgeting, and mission integration, an effective natural resources program can avoid mission conflicts or legal delays as well as foster good relationships with the neighboring community. Assistance with natural resources management is available through the Naval Facilities Engineering Command.



Section 3.9

Real Estate

The Secretary of the Navy assigned the responsibility of buying, leasing, licensing, and disposing of Navy real estate to NAVFAC. The EFDs are staffed to manage and execute real estate actions and retain expertise on the regulations and laws governing real estate actions.

When a MILCON project requires land, the EFD will conduct property appraisals, negotiate to buy the land and sign all real estate contracts. Similarly, if land or facilities are being excessed, the EFD will notify the proper agencies to determine if other Navy, military services, or federal agencies need the land or facilities prior to disposition to the general public.



Civilian developers and cities alike are interested in acquiring Navy property for numerous reasons. The EFD should be kept informed of any action that potentially threatens the loss of Navy non-excess property. A complete and current ***Land Utilization Plan*** is a vital document in this effort.

Lastly, the General Services Administration (GSA) has been tasked by Executive Order 12512 to oversee federal real property utilization. The GSA conducts surveys of real property holdings of the executive agencies to identify properties that are not being utilized, are under-utilized, or are not being put to their optimum use. You may be asked to provide these GSA teams with tours and briefings of your mission and requirements for fulfilling the mission. When GSA advises that your base is to be surveyed, contact your local EFD or NAVFACHQ (PLN) for assistance in preparing for their visit. OPNAVINST 11010.10F provides guidance on the utilization of property and how to conduct a survey. It also has guidance on the preparation of annual real property utilization reports.

References

Navy Policy and Documents

- OPNAVINST 11010.20F, Facilities Projects Manual
- OPNAVINST 11000.16A, Command Responsibility for Shore Activity Land and Facilities
- NAVFACINST 11010.63C, Planning Services for Navy and Marine Corps Shore Activities
- NAVFAC P-442, Economic Analysis Handbook
- NAVFAC P-960, Installation Design Manual, a Tri-Service Planning Guide
- NAVFAC P-970, Planning in the Noise Environment
- NAVFAC P-80, Facility Planning Criteria for Navy and Marine Corps Facilities
- NAVFAC P-80.3, Facility Planning Criteria for Navy and Marine Corps Facilities, Appendix E, Airfield Safety Clearances
- NAVFAC P-72, Department of the Navy Facility Category Codes
- NAVFAC MO-913, Historic Structures Preservation Manual
- OPNAVINST 11010.36A, Air Installation Compatible Use Zones (AICUZ) Program
- OPNAVINST 5090.1B, Environmental Protection Manual
- OPNAVINST 11000.4, Coastal Zone Management
- OPNAVINST 11010.33B, Procurement, Lease and Use of Relocatable Buildings
- OPNAVINST 3550.1, Range Air Installations Compatible Use Zones (RAICUZ) Program
- OPNAVINST 5090.1B, Environmental and Natural Resources Program Manual
- NAVFACINST 11450.1, Acquisition and Management of Weight Handling Equipment

Points of Contact

Chief of Naval Operations (N44)

Planning Branch (N442)

703-604-9989

Naval Facilities Engineering Command

www.navfac.navy.mil

(Facilities Planning)

Atlantic Division	757-322-4861
Pacific Division	808-471-3931
Southwest Division	619-532-2933
Southern Division	843-820-5777

(Real Estate)

Atlantic Division	757-322-4910
Pacific Division	808-471-3217
Southwest Division	619-532-2933
Southern Division	843-820-7300



Commanding Officer's Checklist

Facilities Planning/Programming

- How current are your planning documents? Are they based on the current mission and base-loading and do they include consideration of actions by civilians on property just outside the base?
- How do you ensure facility data and construction projects in the Shore Facilities Planning System (SFPS) are updated? *(SFPS is used by the Major Claimant and others to evaluate the need for a project. If not up-to-date, the project may be lost.)*
- When does the Major Claimant or Regional Commander hold its Shore Facilities Programming Board meeting? Are there any new or revised requirements that should be submitted before the next meeting?
- Is there a plan of action for all of the facility's deficiencies? *(MILCON/Special Project/local project identified for each deficiency.)*

NEPA

- Do all appropriate instructions include the requirements for funding and scheduling for environmental documentation?
- Are potential environmental impacts associated with a proposed action reviewed at the initial planning stage?
- Are assessments of the environmental effects of current and proposed actions under the criteria of OPNAVINST 5090.1B conducted and appropriate documentation sent to N44 via the chain of command?
- Are you involved in the formulation and have continued commitment to FONSI/ROD conclusions and any mitigation and monitoring requirements that were established?
- Is environmental documentation for training exercises off military property completed at least 120 days before the authorization of the exercise?
- Do you encourage by all means possible a sense of environmental responsibility and awareness among personnel to implement most effectively the spirit of NEPA?

AICUZ/RAICUZ

- How old is the installation's AICUZ/RAICUZ plan? When is it due to be updated?
- Does the plan reflect the current aircraft mix and/or tempo of air operations? If not, has the EFD been notified to update the study?
- Does the community know about the AICUZ/RAICUZ plan? Does it have a copy of the plan?
- Are local zoning ordinances consistent with compatible land uses identified in the AICUZ/RAICUZ plan?
- Who is (are) your contact(s) with the local planning boards? Do they attend the board meetings?

Cultural Resources

- Who is your designated Cultural Resources Manager? Does he/she have appropriate training in National Historic Preservation Act compliance?
- Has your activity been professionally surveyed for archeology, Native American cultural resources, and historic buildings and structures?
- Do you have an up-to-date Integrated Cultural Resources Management Plan (ICRMP)? Is it being implemented? Does it work?
- Is there a cooperative relationship with off-base preservation organizations, especially the State Historic Preservation Officer and Tribal Governments?

Natural Resources

- Does the installation have an Integrated Natural Resources Management Plan? Are the recommendations being implemented?
- Does the installation have a natural resources manager or a designated point of contact for natural resources issues?
- Is the installation properly programming and budgeting environmental funding to ensure natural resources compliance?

Real Estate

- Is the base's Land Utilization Plan current? Do the annual Real Property Utilization Reports indicate any vulnerable areas that may need to be defended when surveyed by GSA?
- Is any property on the base leased to private individuals or companies? What are the terms of the lease? Are there additional facilities or parcels that could be leased?
- Is there any property that you should seek to dispose?
- Who attends the city, county, or regional planning commission meetings for us? What are the local plans for areas around the base? Could the plans restrict future use of the base? Has the EFD been informed?
- What justifiable requirements does the activity have, and what assets do you control that might attract private sector participation?
- Can the activity or Claimant identify and commit a source of funding for any long-term costs incurred by an asset management project? Can you fund up-front costs to develop the project?



Facilities Acquisition

Driven by customer demand for improved quality and responsiveness and increased flexibility in the construction, the strategies for acquisition of facilities are constantly broadening, as varied and increasingly sophisticated contracting methods are developed. Nevertheless, a project will not be successful if it bypasses the basic steps necessary for translating a concept to physical reality.

The Facilities Acquisition Process

- ◆ **Planning**, as described in Chapter 3, including Project Development which results in a “best alternative” solution
- ◆ **Programming & Budgeting**, as described in Chapters 3 and 9
- ◆ **Site approval**, verification that the facility is appropriate for the proposed site
- ◆ **Design**, development of an integrated architectural and engineering concept which is sustainable and supports the functional requirements and detailed needs of the user; includes production of procurement documents with which to acquire the facility
- ◆ **Construction**, assembling the physical entity and documenting the products and systems used to fulfill the design
- ◆ **Commissioning**, transition from the acquisition of the facility to its use and maintenance

Overarching Project Management and Acquisition Planning impact all of these phases. Acquisition of a new facility is typically a unique and complex process. *Three leadership strategies should be maintained:*

1. **Planning** — Acquisition that is thoroughly planned will obtain the highest quality products and services in the shortest possible time. The planning phase should generate alternative solutions and result in the “best alternative” solution. Additionally, developing a mutually acceptable work plan prevents significant losses of time and money during the procurement process.

2. **Documentation and communication** — Initial time spent in determining requirements and articulating them in a clear and concise manner is essential. Ongoing communication will promote smooth transitions between the design, contracting, and construction and encourage early and sustained commitment to the project.
3. **Teamwork** — Successfully satisfying requirements is enhanced by involving the various functional team members early in the process. For example, the technical specialists and the contracting team should initiate discussions as soon as practical about upcoming projects, including any special project requirements or coordination difficulties. Design/build contracts have proven to foster partnering between the design team and the construction entity as well as improved communications between the customer and the contracted parties.

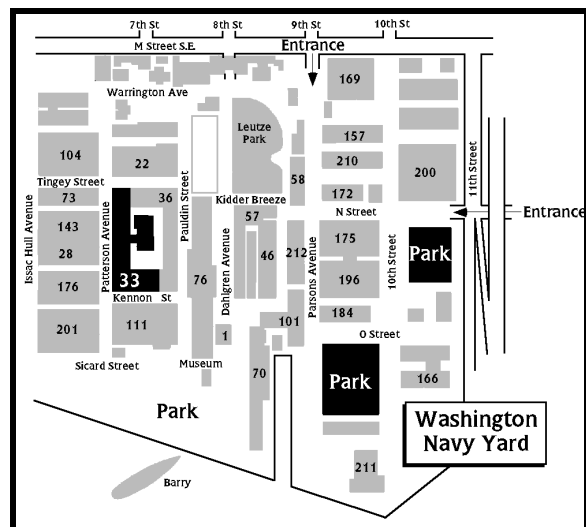
Section 4.1

Site Approval

Site approval is required for all Navy facilities and construction projects.

Site approval ensures a project conforms to land use and facility development concepts and constraints of the Regional Plan, and is required prior to the allocation of design funds. The site approval process is also the vehicle used to ensure that safety and environmental criteria have been considered and properly applied. Safety certification is an integral component of the site approval evaluation for all safety criteria encumbered projects.

The commanding officer of the activity is responsible for initiating the site approval process, which culminates with site approval granted by the EFD. When land use and functional relationships are the primary factors, no additional level of review beyond that provided by the EFD is needed. However, additional review prior to EFD approval is necessary for projects that involve ammunition and explosives safety, airfield safety, or electromagnetic radiation hazards. CNO has assigned responsibility for managing specific safety programs to three Washington-level commands. The Naval Sea Systems Command (NAVSEA)



has responsibility for the explosives safety program including Hazards of Electromagnetic Radiation to Ordnance (HERO). Naval Air Systems Command (NAVAIR) oversees the airfield safety program, while the Space and Naval Warfare Systems Command (SPAWAR) manages electromagnetic radiation safety program (except HERO). The EFD/EFA will coordinate the appropriate reviews for site approval.

Section 4.2

Design

Design of facilities can be performed by the activity's Public Works engineering staff; the EFD, another Navy agency (e.g., PWC), or by commercial Architectural and Engineering (A&E) firms. Since A&E firms can place more architects and engineers on a design, most large designs are accomplished by contract. The time required to hire an A&E firm and complete the design can be lengthy. To accelerate this process the activities/EFDs often award indefinite delivery/indefinite quantity (IDIQ) A&E contracts, which are active for more than one year with a specified maximum value for design. IDIQ contracts can be awarded for specific types of work; for example, design of heating, ventilation, and air conditioning (HVAC) systems or roof repairs. Once awarded, similar designs may be procured using the same contract without further competition.



NAVFAC incorporates the “sustainable design” concept in all of its design efforts. **Sustainable Design** considers the impact of design decisions on long term sustainability to include: energy consumption and conservation; reduction or elimination of toxic and harmful substances; improvement in air quality; use of recycled materials; reduction of waste products during construction; and reduced operations and maintenance costs.

Section 4.3

Construction

Construction may be accomplished by in-house forces, PWCs, a construction contractor, or by Seabees. Construction contractors are typically selected using a competitive bidding process. Contracting offices cannot solicit bids until funding documents for the full estimate of the project are received. The bidding and award process takes 60 to 90 days, primarily due to acquisition regulations governing advertisement. Increasingly, construction contracts are awarded as a

design/build contract where the same contractor designs and builds the project and construction begins once the initial design requirements are met.

Military personnel are allowed to work on all types of shore facilities. Seabees can provide technical guidance and supervision to military personnel assigned to self-help projects. Seabee construction is generally accomplished in one of two ways: through the Self-Help Program or during Naval Mobile Construction Battalion (NMCB) overseas deployments. The Self-Help Program will be discussed in greater detail later in this guide. Construction by NMCBs is done at predetermined locations, is requested through the appropriate Fleet commander, and is normally scheduled well in advance. Guidance on planning and requesting NMCB construction support can be found in OPNAVINST 5450.46K.

When considering military labor, attention must be paid to the local political climate and labor unions. Meetings should be held with local union representatives, collective bargaining agents, and local construction contractors to assure them that the Self-Help projects are not in competition with civil service work or potential contracts. Policy on the use of active and reserve Naval Construction Force (NCF) personnel for supervision is found in OPNAVINST 4860.7B.



The PW staff or the Resident Officer in Charge of Construction (ROICC) usually provides construction inspection services. The Public Works Officer may be the ROICC, with additional staff provided by NAVFAC.

Otherwise, the ROICC is an officer assigned to the EFD. The ROICC should always be used as the conduit to the construction contractor to avoid legal problems and ensure full compliance.

Section 4.4

Commissioning

Commissioning is a quality enhancement process that follows the building design and construction process from inception through occupation and into the early operational life of a facility. The goal of commissioning is to assure the facility's performance meets the end user's needs and the designer's intent.

When the contract is satisfactorily completed, the PW staff accepts the facility or the ROICC transfers the facility to the using activity. Key members of your staff should inspect the facility to become familiar with the equipment, maintenance and operating manuals, and observe operation of the facility. Some new facilities

cost more to maintain and operate due to sophisticated equipment. Training of activity maintenance and operating personnel on equipment before turnover is a wise investment.

Facilities acquired through NAVFACENGCOM construction contracts are **warranted** against defects in equipment, material, design furnished or workmanship performed for a period of normally one year, unless otherwise specified, from the date of final acceptance or the date the Government takes possession, whichever occurs first. At this point construction is complete as well as most of the commissioning. All equipment that did not pass the acceptance phase is modified and re-tested. A formal report is submitted to the owner at the end of the post acceptance commissioning activities. Ongoing activities include development of as-built documentation, performance audits, O&M audits, and verification and documentation of major and minor system modifications. The number of warranty calls is minimized through effective and coordinated warranty management through commissioning.

Section 4.5

Contracts

Only warranted contracting officers are authorized to enter into, modify, and terminate contracts. Contracting authority is delegated by the Commander, Naval Facilities Engineering Command, to EFD Commanders and Public Works Center Commanding Officers (PWC COs). Usually the EFD Commander or PWC CO appoints all other NAVFAC contracting officers and describes their authority on their warrants.

NAVFAC Contracting Officers are authorized to procure almost all requirements necessary to support the Navy's facility infrastructure up to the limits of his/her warrant. These contracting officers are familiar with a variety of contracting vehicles that may be used to satisfy necessary requirements. Selection of an appropriate contracting vehicle is a function of the character of the work requirement. The following is an abbreviated list of the most frequently used contracting vehicles to satisfy most facility requirements:

- ◆ **Invitation for Bid (IFB)** – Provides maximum competition on price; low bidder chosen; complete control of design.
- ◆ **Indefinite Quantity (IDQ)** – Single firm specialized in a particular area, e.g., asbestos removal; individual work items provided to the contractor; contractor provides proposal.
- ◆ **Design Build** – Contract awarded for both design and construction services. Several variations, most utilize negotiations; can be accomplished under source selection, Task Order Contract (TOC) or Solution Order Contract (SOC).

- ◆ **Task Order Contract (TOC/MAC)** – Multiple award construction contract (3-5 firms); each firm competes on individual task orders; no negotiations; typical contract is one year with two one year options.
- ◆ **Solution Order Contract (SOC)** – Multiple award indefinite delivery/indefinite quantity task order contract for one base year and one option year; contractors jointly develop “solutions” to meet customer needs; contractors compete on technical capability and price.
- ◆ **Job Order Contract (JOC)** – Single award contract; individual task orders negotiated; longer process when compared to Solution Order Contract (SOC) and Task Order Contract (TOC).
- ◆ **Facility Support/Services** – Sealed bid or negotiated; single project; delivery order type; firm fixed price; various pricing schedules.
- ◆ **Source Selection** – Negotiated procurement, contractor is selected based on qualifying factors and price; can be design-build or based on full design documents.

References

Navy Policy and Documents

- OPNAVINST 11000.16A, Command Responsibility for Shore Activity Land and Facilities
- NAVFAC P-442, Economic Analysis Handbook
- NAVFAC P-960, Installation Design Manual, a Tri-Service Planning Guide
- NAVFAC P-72, Department of the Navy Facility Category Codes
- NAVFACINST 11450.1, Acquisition and Management of Weight Handling Equipment
- OPNAVINST 11010.20F, Facilities Projects Manual
- OPNAVINST 5450.46K, Doctrine and Policy Governing U.S. Naval Mobile Construction Battalions (NMCBs) and Construction Battalion Units (CBUs)

Points of Contact

Naval Facilities Engineering Command

www.navfac.navy.mil

(Facilities Planning/Site Approval)

Atlantic Division	757-322-4861
Pacific Division	808-471-3931
Southwest Division	619-532-3736
Southern Division	843-820-5777

(Design)

Atlantic Division	757-322-4440
Pacific Division	808-474-8368
Southwest Division	619-532-3337
Southern Division	843-820-7300

(Construction)

Atlantic Division	757-322-8401
Pacific Division	808-471-3957
Southwest Division	619-532-2451
Southern Division	843-820-5950

(Contracts)

Atlantic Division	757-322-8220
Pacific Division	808-474-5875
Southwest Division	619-532-1023
Southern Division	843-820-5930

Naval Ordnance Center

Indian Head, Maryland
301-743-6081

Navy Crane Center

Lester, Pennsylvania
610-595-0505



Commanding Officer's Checklist

Facilities Acquisition

- Who has contract authority as the OICC or ROICC? What is the specific authority provided to the senior warranted contracting officer? *(The ROICC's ability to respond to your needs depends on the contract warrant level that officers receive from the EFD. More authority is assigned to those offices that are properly staffed and trained.)*
- What projects are currently under design?
- Are there any indefinite quantity A&E contracts? Are any needed?
- Who checks to ensure that the facilities siting conforms to the Regional Plan and any environmental and safety constraints?
- Who provides Navy Quality Assurance to ensure contract performance and safe work?
- What special approvals are required for projects in this area?
- What types of contracts do we administer or have access to for accomplishing facilities renovation and construction at our activity?



Facilities Management

Management of installation facilities encompasses a wide array of responsibilities which can range from facility condition readiness assessment to management of maintenance and repairs, minor construction, transportation equipment, weight handling equipment, energy management, utilities privatization, a self-help program, occupational safety and health issues, fire and emergency services, maintenance service contracts, commercial activities, and demolition of aging facilities.

Section 5.1

Facility Condition Assessment

The condition of facilities at an installation is monitored and evaluated through the *Continuous Inspection Program (CIP)* to determine maintenance and repair requirements, and to identify other deficiencies necessary to maintain fleet readiness to support the mission. The inspection findings are documented in detailed reports used to track facility maintenance and repair requirements. Three of these reports are described below.



BASEREP

The *Shore Base Readiness Report (BASEREP)* is a mission oriented report that measures, in the **opinion of the Commanding Officer, the readiness of his/her command to meet its mission**. If unsatisfactory readiness (C3 or C4) exists, the report documents necessary requirements to correct deficiencies. The BASEREP, which is developed for NWCF, O&M,N, and RDT&E funded activities, is an annual snapshot of shore activity readiness using the following designations:

C1	Fully met mission requirements
C2	Substantially met mission requirements with only minor difficulty.
C3	Only marginally met mission requirements, but with major difficulty.
C4	Has not met mission requirements

Information from the BASEREP is used to support and defend POM budget requests in the Planning, Programming, and Budgeting System process, and for the development of *the Base Operating Support Baseline Assessment Memorandum (BAM)*. The data is also used to support the *Shore Facilities Life Extension Program (SHOREFLEP)*, which addresses adverse readiness impacts of deteriorating physical plants. Some tenant commands will submit a BASEREP through their own chain of command. In most cases, the Commanding Officer of the base will include the tenant command's input in the base's report.

Annual Inspection Summary (AIS)

The *Annual Inspection Summary (AIS)* is a listing of real property maintenance and repair deficiencies identified by an activity, based on the *Continuous Inspection Program (CIP)*. Deficiencies are categorized as critical and deferrable. Critical deficiencies are further categorized as safety, environmental, mission or quality-of-life related deficiencies that require corrective action in the current fiscal year. Mission deficiencies should be reflected as C3/C4 and included in the BASEREP. The AIS excludes family housing, antennas and antenna fields, communication lines, and fleet moorings.

Engineering Evaluations (EE)

An *Engineering Evaluation (EE)* of existing assets is an on-site inspection of the installation's buildings and structures conducted by the Engineering Field Division (EFD) and activity personnel. Items such as facility use, facility user, dimensions, siting adequacy, physical condition, and other facility characteristics are determined or verified and are used to characterize existing assets as adequate, inadequate or substandard. The EE is used to support the development of Regional Shore Infrastructure Plans (RSIP).

Section 5.2

Real Property Maintenance (RPM) Readiness Condition Criteria

The "Fleet RPM Readiness Condition Criteria", introduced by the Fleet CINCs during PR-99, provides C1 - C3 readiness criteria similar to that provided by the BASEREP for each major type of facility. This condition criteria rating is used to establish a link between Real Property Maintenance (RPM) funding and base readiness.

This new assessment methodology augments current AIS and BASEREP data with expected RPM requirements and readiness levels at various funding levels over the entire FYDP. The process begins with a condition assessment of each building, pier, runway etc. to identify current and projected facilities deficiencies. Based on the facilities condition assessment, the total maintenance and repair requirement (*special projects, recurring maintenance, emergency/service calls etc.*) is developed for each type of facility by FY over the entire FYDP. Once all of the known and projected maintenance and repair requirements have been programmed for each year of the

FYDP, the requirements are categorized and assessed in terms of the Fleet Readiness Condition Criteria to develop the C1-C3 required funding levels for each major category of facility.

The total RPM funding requirement is based on a strategy of funding each type of facility at a predetermined readiness level that may change from year to year depending upon the desired areas of emphasis. The current emphasis is on mission related facilities including aviation, waterfront and training facilities, utilities and bachelor quarters.

Section 5.3

Maintenance and Repair Program

The **Maintenance and Repair (M&R) Program** begins with identification of deficiencies through the *Continuous Inspection Program (CIP)*. Data obtained from inspections provide input to the activity's *Maintenance Action Plan (MAP)* and *Long Range Maintenance Plan (LRMP)*. The MAP identifies work that should be performed (total M&R requirement) in the current year, while the LRMP covers requirements for the current year through the next four years or longer.

These two plans contain the estimated cost of satisfying total M&R requirements. The MAP readily converts into a fiscally constrained *Annual Work Plan (AWP)* when dollars are known and M&R requirements are prioritized.



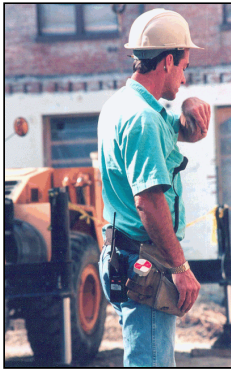
Both the MAP and AWP are dynamic documents that change throughout the year as unforeseen, but essential requirements arise; or as other requirements are deleted or deferred. Items from the current year's AWP that are not funded become the basis of the installation's *Backlog of Maintenance and Repair (BMAR)* reported in the *Annual Inspection Summary (AIS)*. This backlog is the total of all unfunded critical deficiencies, which are defined as M&R items that require corrective action in the current fiscal year.

Maintenance and repair requirements that are identified and recorded in the AIS report must be consistent with the BASEREP submission. Both reports are used to document the condition of the installation, and are the basis for making budget allocation decisions. It is important that the reports are accurate and are completed without regard to anticipated funding levels.

Maintenance and repair work can be accomplished by activity forces, PWC forces, Seabees or by contract. The PW Manager can get support from the EFD and other NAVFAC commands, such as NFESC.

Section 5.4

Minor Construction



Up to ten percent of the total **Real Property Maintenance (RPM)** funds provided may be used for locally approved minor construction projects. A minor construction project is a single undertaking of construction at a military installation with a funded cost of \$500,000 or less. Minor construction projects include alterations, improvements and additions to existing facilities.

Section 5.5

Transportation Equipment

Transportation equipment, also referred to as **Civil Engineering Support Equipment (CESE)** includes all types of automotive and construction equipment. The amount of CESE at each Naval activity is controlled by inventory objectives, approved by Major Claimants. The Major Claimant with assistance by the cognizant Transportation Equipment Management Center (TEMC) maintains the inventory objective by number and type of equipment to meet an activity's mission. TEMCs are located at PACDIV Pearl Harbor, HI and LANTDIV Norfolk, VA, support activities on a geographic basis (PACDIV supports West Coast and Pacific area, LANTDIV supports East Coast and Europe), and are the management-technical representatives for both activities and Major Claimants.



Funding is limited for replacement of CESE. CESE for appropriated fund activities is centrally budgeted and funded using requirements provided by activities. CESE for Navy Working Capital Fund activities is funded by the activity from the Capital Purchases Program or from operating funds depending upon the unit cost of the item. Few replacements are in the pipeline and most equipment is beyond its useful life expectancy, but the equipment is still being operated and maintained and must be kept in a safe and serviceable condition. Vehicle rentals are permitted for up to 60 days; TEMC approval is required for leases longer than 60 days. Usually the Supply Department or PWC contracts directly with local rental firms to meet peak load or emergency requirements.

School bus transportation is governed by DOD Regulation 4500.36R and is further described in NAVFAC P-300. The official use of government transportation is closely monitored by and subject to public scrutiny. Penalties are severe for unofficial use of this equipment. The PW transportation manager should keep you informed of any unusual use of the equipment. Home-to-work transportation is not permitted except where designated by law or authorized by SECNAV.

Section 5.6

Weight Handling Equipment

Weight handling equipment (WHE) with a rated capacity of 20,000 pounds or greater or for specialized applications (as defined in the NAVFAC 11450.1) must be procured by the Navy Crane Center. All WHE covered by NAVFAC P-307 must be certified (that the equipment has been inspected and tested to the provisions of the NAVFAC P-307) annually by the WHE certifying official (designated by the commanding officer).

Your WHE program will be audited every one or two years, depending upon the size of crane inventory and type work cranes are used for at your activity. If you operate cranes for nuclear service or for longshoring operations, NCC will visit your activity each time these cranes need to be validated/certified. NCC will also assist in some types of crane training. All crane accidents must be reported to NCC within 30 days (within 24 hours if involving fatality, in-patient hospitalization, overturned crane, collapsed boom, or major damage to crane or adjacent property) per NAVFAC P-307. Alterations to load bearing parts, load controlling parts, and operational safety devices on WHE must be forwarded to NCC for approval. All other WHE alterations must be sent to NCC for review.



Section 5.7

Energy Management

The Department of the Navy (DON) Energy Management Program has several elements that are integrated in a comprehensive strategy to help the installation commander achieve three goals:

1. Minimize Operating Costs of DON Shore Installations

DON war-fighting capability is in need of substantial and costly upgrading. With overall budgets frozen or decreasing, savings in other accounts must offset weapons modernization costs. As a result, each installation commander will feel the pressure to maintain and operate shore infrastructure within continually shrinking budgets.

With energy and utility costs representing up to 40 and 50 percent of total base operating budgets, aggressive energy management is critical to the cost reduction effort. ***The mandate of the installation commander is to deliver facility energy of adequate quality and reliability at the lowest possible life-cycle cost.***



2. Reduce Facility Energy Usage

Federal agencies are required to meet the following requirements established in the Energy Policy Act of 1992 and Executive Order 12902:

- ◆ **30% energy reduction** (buildings and structures) by 2005 as compared with the 1985 baseline
- ◆ **20% energy reduction** (industrial processes) by 2005 compared with the 1990 baseline
- ◆ **Reduce dependence** upon foreign oil supplies
- ◆ **Identify and implement** all energy efficiency projects with a ten year or less payback period
- ◆ **Train** facility energy managers

3. Contribute to Mitigation of Global Climate Change

Presently there are no explicit requirements to reduce greenhouse gas emissions. However, installation commanders may be able to forestall future emissions compliance requirements through careful selection of energy sources today.

These three goals as described above are intensely demanding and often contradictory. For example, there may be situations where the most life-cycle cost effective option would increase energy consumption, or increase emissions of carbon dioxide. For this reason, the Deputy Assistant Secretary of the Navy for Installations and Facilities has established a central DON Shore Energy Office to help develop and implement an Annual Energy Plan that seeks to apply all available energy program resources in the most effective manner. This office is supported by an adjunct staff that resides in the Naval Facilities Engineering Command, which is supported by a DON-wide network



of regional energy and utilities professionals who are also available to assist the major claimants and the Marine Corps.

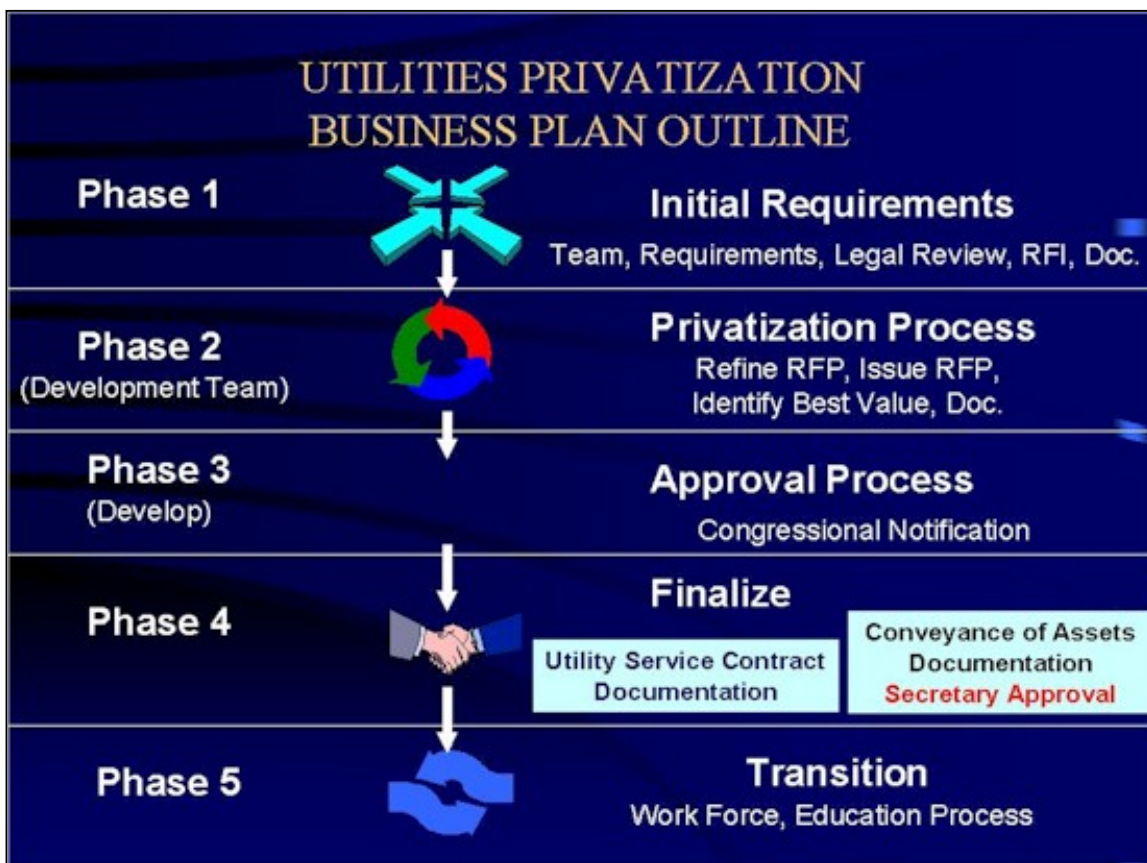
Techniques to reduce energy cost and usage generally fall into two broad categories, ***demand side*** and ***supply side*** initiatives. Demand side initiatives seek to reduce energy cost and

consumption by changing operating procedures to use energy more efficiently or at off-peak periods, or to install more efficient equipment. One of the most effective **demand side management (DSM) initiatives** is the replacement of old building equipment and systems with new, more energy efficient equipment. This can be accomplished through DSM agreements with utility companies or **Energy Savings Performance Contracts (ESPC)**. Supply side management initiatives are those actions that reduce energy costs through better acquisition procedures or through more cost effective energy delivery methods.

Section 5.8

Utilities Privatization

The Defense Reform Initiative, Directive #49 signed 23 December 1998, requires the **privatization of utility systems** (*except where uneconomical or required for security reasons*) by September 30, 2003. This is a challenging task, but has the potential to produce savings in operation and maintenance costs as well as providing an improvement in long term reliability. Each activity will likely be involved in competing for the best value proposal to the government.



What will you be asked to do?

The activity will need to provide support to the utilities privatization implementation team by providing a point of contact for coordinating privatization efforts and supplying utilities system information/data and access to interested contractors.

Does privatization conflict with competitive sourcing?

Privatization and the Commercial Activities (CA) programs are independent initiatives directed at a common goal of reducing costs and improving efficiency. Actions to determine the feasibility of privatization may be undertaken concurrently with CA actions and should not impede CA efforts.

What is the process?

An overall business plan has been developed. The first step is the issuance of ***Requests for Information (RFI)*** to gauge interest and economic viability. Depending on the results of the RFI, a ***Request of Proposal (RFP)*** may be developed. The RFP requires environmental surveys, cost estimates and other data collection efforts. The final step is contract award, if favorable proposals are received.

Section 5.9

Self-Help

One often overlooked resource for facilities repair and minor construction is self-help. "Self-help" refers to work performed by the military and civilian work force that is supervised by Seabees or other technically skilled individuals. An effective self-help program can reduce critical maintenance backlog identified in the Annual Inspection Summary (AIS), as well as improve habitability and morale, welfare, and recreation services. ***Self-help can:***

- ✓ **Save money** – no costs for military labor as long as they can be made available from other duties.
- ✓ **Save time** – eliminates need to contract out for work or wait for PW backlog.
- ✓ **Increase training productivity** – Self-Help personnel receive training in useful construction skills while making tangible improvements to the installation.
- ✓ **Encourage pride of ownership** – the work builds a sense of responsibility with the occupants as they improve their own spaces.

Projects selected for self-help must comply with all applicable regulations. The PW Manager is usually the best source to research and ensure regulations and laws are met.

Seabees

Seabees offer an excellent resource for leadership and performance of self-help projects. Commanding Officers are encouraged to pool their Seabee talent to form a cadre of skilled craftsmen and leaders. Working with other available personnel, this cadre of Seabees can be the catalyst for an effective and dynamic program.

Commanding Officers have been given wide latitude to organize and administer their self-help programs, tailoring each program to the types of resources available. The local public works activity should take the lead and provide technical direction and coordination for their local self-help programs. This ensures that self-help work is done under professional guidance, maintains the integrity of the facilities, provides for economical use of material and labor, satisfies all safety and environmental regulations, and is consistent with activity development plans. Self-help projects should be submitted to the appropriate PW organization for review and approval. PW Managers can also assess the resources available for organization of a program and project selection. Some self-help organizations include:



- **Organizational Self-Help:** Personnel working in their own spaces completing handyman and general improvement projects.
- **Self-Help Division:** A division working under the PW Manager, run by the host activity with tenant activity support. Organized around a permanent core of either Seabees or other technical ratings who possess basic facility maintenance skills, this division is usually separate from the 1st lieutenant division.
- **Construction Battalion Unit (CBU):** A Naval Construction Force unit which, in peacetime, performs minor construction in support of AIS reduction and provides Seabee military and technical skill training. CBU's can be combined with other self-help personnel to benefit from the CBU experience, equipment, and tool allowance.



Section 5.10

Navy Occupational Safety and Health (NAVOSH)

The **Navy Occupational Safety and Health** program is managed by CNO (N-45) through OPNAVINST 5100.23E. Navy is consolidating common safety and health services into regional offices that should provide the traditional safety inspections, safety training, accident reporting, and accident investigation duties. However, each supervisor, team leader, department head, director, and Commander retains responsibility for safe work planning and execution.

Public Works

Unfortunately too many serious accidents have occurred with high voltage, confined space work and falls from heights. The NAVFAC safety office publishes a NAVOSH Resource Guide for PW and other policies, references and procedures which can be accessed via the Internet at www.navfac-safety.navy.mil/pblwrks.htm. Hundreds of safe-work maintenance SOPs, developed by the PWCs, are posted at same web site.

Facilities

The CNO NAVOSH program is generally “industrially-oriented”; however all of your facilities, including MWR, family housing, bachelor housing, exchanges, food services, brigs, waterfront, etc., need to be inspected at least annually for safety and health issues.

Contractors

Navy contractors are also required to work safely IAW their company safety program which is legally required to comply with local, state and Federal OSHA laws, rules and standards. Many Navy contracts have special safety requirements for high hazard or special hazards work. It is important that contractors not expose Navy employees to any hazards arising from their contract work, such as noise, chemicals, fall hazards, asbestos, lead paint, fire, explosions, etc. Navy investigation of contractor accidents is important to determine if corrective actions are needed in future contracts. Reports can be submitted via the NAVFAC Safety web page.

Design Safety

Each NAVFAC EFD or EFA has a safety engineer to obtain and understand your special safety needs and controls for new construction. The Facility System Safety Working Group (OPNAVINST 5100.23E) should be used to identify and track design safety needs throughout planning, design, and construction to occupancy. NAVFAC designs facilities to minimize hazards to occupants, operators and maintenance personnel. Base-level safety and health input is critical during planning and design.

Construction

For construction, renovation and facility repair work, Navy requires compliance with the US Army Corps of Engineers EM 385-1-1, Safety and Health Requirements Manual, and with the NAVFAC Guide Spec 01525, (Safety Requirements). Serious accidents to contractors should be reported via the NAVFAC safety web page. The

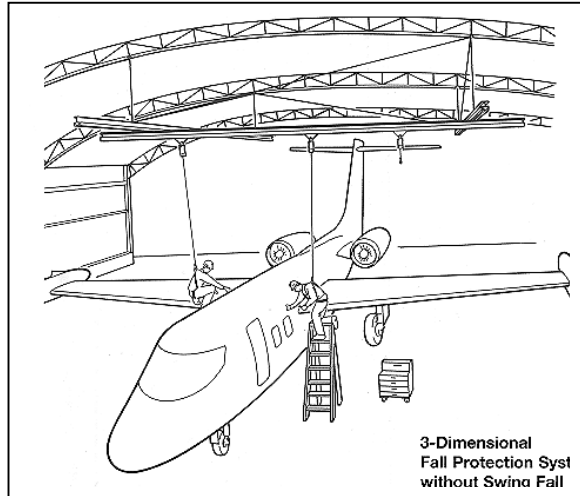
OSHA web page lists OSHA citations and accident information for contractors. There are several Navy listings as well.

Inspections/Oversight

The Naval Inspector General's **NAVOSH Oversight Inspection Unit (NOIU)** is now using a "Process Review" inspection scheme rather than the traditional inspection checklist. Federal OSHA is authorized to conduct target inspections of Navy facilities or may respond to complaints of unsafe or unhealthful conditions **WITH NO ADVANCE NOTICE**.

Hazard Abatement

CNO NAVOSH Hazard Abatement Program assists Commanders (USMC has a separate program) to fix major safety and health facility hazards that are beyond local ability to correct. Examples include hazardous electrical systems, industrial ventilation systems, fall protection systems, ergonomic engineering, and hazardous materials storage facilities. (See www.navfac-safety.navy.mil/ha_proj.htm)



Section 5.11

Navy Fire and Emergency Services (F&ES) Program

CNO established the Commander, Naval Facilities Engineering Command as administrator of the Navy-wide Shore Activities **Fire & Emergency Services (F&ES)** and the **Fire Protection Engineering Programs**. NAVFAC has authority and responsibility to develop detailed policy and implementing direction for Navy-wide fire and emergency service functions assigned in DODINST 6055.6, Department of Defense Fire and Emergency Services Program.

F&ES Program Management

The Director, Navy Fire & Emergency Services, Navy's senior technical authority for all aspects of fire and emergency services, is assigned to the Director, Public Works Directorate. The Director is "dual hatted" as the Assistant for Fire Protection, N46FP. The Director provides technical guidance and oversight for the Navy Area Fire Marshal Program managed by the Atlantic and Southwest Divisions.

Navy Area Fire Marshal Program

Area fire marshals provide technical assistance to activity commanding officers and fire chiefs, assist in promotion panels, investigate fires, coordinate specialized training programs and fire officer development. Area fire marshals conduct command inspections (IG) of fire departments and submit reports and recommendations to CNO. Beginning in 1999, command inspections will be replaced with the Commission on Fire Accreditation's Self-Assessment process and command inspections will be replaced with peer assessment reviews.

F&ES Standards

Navy fire and emergency services standards consist of relevant standards promulgated by the Department of Labor - Occupational Safety and Health Administration (OSHA), the National Fire Protection Association (National Fire Codes), national building codes, the Commission on Fire Accreditation International and other fire safety criteria published by the Department of Defense and other Federal agencies.

F&ES Departments

Navy fire and emergency services departments (Fire Departments) respond to fires, emergency medical incidents and other emergencies involving facilities, structures, aircraft, transportation equipment, hazardous materials, and both natural and man made disasters, including acts of terrorism. Fire



departments implement operational procedures in accordance with nationally recognized standards and integrated emergency management systems to prevent loss of life, injury, and property damage; to maintain security and to minimize public inconvenience. Fire Departments provide fire prevention inspection services and public education programs for military, civilian and contractor personnel, and for military personnel and dependents in family housing. Fire departments provide a variety of emergency medical services, ranging from basic first responder to advanced life support and cardiac care.

F&ES Metrics and Accreditation

Navy implemented the Commission on Fire Accreditation International's Self Assessment and Accreditation program as the "metrics" for measurement of fire and emergency services programs. The accreditation model consists of ten categories which fire departments use to evaluate their performance. Throughout the ten categories, there are 45 criteria; and within each criterion there are performance indicators (245 total) which define the desired level of ability to demonstrate a particular task as specified in the accreditation process. Navy fire departments that complete the self assessment and are in compliance with the 45 criteria and core competencies can be accredited.

F&ES Staffing

Fire department staffing levels for Management and Administrative, Fire Prevention and Fire Fighter positions are established in DODINST 6055.6. Structural and airfield rescue fire fighting vehicle staffing is based on minimum safe levels for emergency operations. Commanding Officers must obtain a waiver from DUSD (FP) prior to reducing staffing of fire and emergency services positions.

F&ES Professional Certifications

The requirement to become and remain certified is a qualification standard as outlined in the Office of Personnel Management Operating Manual for General Schedule Positions. This requirement applies to all GS-081 civilian employees, and military and contract fire fighters. DODINST 6055.6-M, Department of Defense Fire and Emergency Services Certification Program, December, 1995 establishes uniformed professional qualifications, standard training, and certification procedures for all DOD fire and emergency services personnel.

F&ES Regionalization

Regionalization of Navy fire and emergency services departments improves operational readiness, reduces infrastructure costs, eliminates duplication and creates more effective organizations. Regionalization of fire departments in the early 1980's resulted in successful organizations in Japan, Hawaii, San Diego and Washington, DC. Regionalization of fire departments is currently underway in Norfolk, VA, Puget Sound and Naval District Washington. "New" regional fire departments should establish organizational structures that comply with NFPA 1201 Standard for Fire Department Organization. Administrators and managers of regional fire departments should be qualified and hold current certifications in accordance with DOD and OPM personnel qualifications standards.

Section 5.12

Maintenance Service Contracts

Maintenance service contracts are a proficient method for accomplishing maintenance work with a minimal staff. However, problems can arise with service contracts (*janitorial, grounds maintenance, etc.*) that do not adequately describe the government's requirement and/or expectation for performance. Generally, revisions during contract performance are more expensive and can impact delivery and/or quality.

NAVFAC issues specific warrants to officers authorized to act as Contracting Officers for Infrastructure contracts. When contracting out for any major maintenance service, adequate lead-time should be allowed to ensure the widest range of contractor participation, and to allow for protests and evaluations. After a Statement of Work/Specification has been developed, it normally takes four to six months to solicit, evaluate, and award a contract. However, many variables can extend this process such as protests, inquiries and pre-award surveys, in addition to the length of time it takes the contractor to mobilize following contract award. It is important to have contingency plans in case of delays.

Section 5.13

Commercial Activities

The U.S. Navy is operating in an environment of reduced budgets while maintaining high levels of readiness. One method to help meet this challenge is to conduct a comparison of cost of performing commercial activities by government organizations versus the private sector. The Office of Management and Budget Circular A-76 and its related Supplemental Handbook, and OPNAVINST 4860.7B provide guidance and policy for conducting cost comparisons. Although it is not intended to provide policy, *Succeeding at Competition: Guide to Conducting Commercial Activities Studies*, is intended to provide additional guidance to enable A-76 studies to be completed within a 12 month time frame. The guide, intended for the Commanding Officer as well as the team conducting the study, identifies each significant step and the associated documentation required for assessing, evaluating and implementing the A-76 study. A hard copy of this document can be obtained from the Competitive Sourcing Support Office at NAVFAC.

The guide identifies each significant step and the associated documentation required for assessing, evaluating, and implementing the A-76 study. Checklists and templates are provided for each of the major steps in the process to assist the Commanding Officer and their management team. Suggestions on data collection, analysis, and overall management of the study effort are included in the guide. Also included is information on addressing the rights of affected employees, communication with affected employees and the possible participation of affected employees in the A-76 study.

Section 5.14

Demolition

One way to reduce maintenance of real property is to reduce the amount of real property that must be maintained. Eliminating costly aging facilities saves on recurring annual maintenance costs such as utilities, maintenance and support (fire, security, etc.). This also achieves one-time elimination of maintenance backlog.



Obsolete facilities should be noted on the claimant's requirements list. The Navy has established a centralized **demolition program** for O&MN funding facilities. NAVFAC manages the program for OPNAV N44 and conducts an annual project call. Projects are selected based on savings, size/cost ratio, claimant priority, safety and executability. Get in touch with your claimant to determine the required deadline and the format of input.

References

Navy Policy and Documents

- 29 CFR Parts 1910, 1915 & 1926, Occupational Safety and Health Standards
- NAVFAC P-300, Management of Civil Engineering Support Equipment
- NAVFAC P-301, Navy Railway Operating Handbook
- NAVFAC P-307, Weight Handling Equipment (WHE)
- NAVFAC MO-321, Facilities Management
- NAVFAC MO-322 Vol. I, Inspection of Shore Facilities
- NAVFAC MO-322 Vol. II, Inspection of Shore Facilities
- NAVFACINST 6250.14, Self-Help Program for Pest Control in Navy Housing
- NAVFACINST 11200.33, Weight Handling Equipment Audits, Validations, and Third Party Certifications; Procedures for Conducting
- NAVFACINST 11450.1, Acquisition and Management of Weight Handling Equipment
- OPNAVINST 3501.167 Series, Shore Base Readiness Report
- OPNAVINST 4100.5D, Energy Management
- OPNAVINST 4860.7B, Guide to Conducting Commercial Activities Studies
- OPNAVINST 5100.23, NAVOSH Program Manual
- OPNAVINST 5102.1, Mishap Investigation and Reporting
- OPNAVINST 11000.8, Self-Help Program in Support of the Navy Real Property Maintenance Program
- OPNAVINST 11010.34 Series, Instructions for the preparation and Submission of the Type "A" Annual Inspection Summary and Narrative Assessment
- DODINST 6055.6, Department of Defense Fire and Emergency Services Program (NOTAL)
- DODINST 6055.6-M, Department of Defense Fire and Emergency Services Certification Program
- OPNAVINST 11320.23 Series
- SECNAVINST 11260.2, Navy Weight Handling Program for Shore Activities
- Shore Activities Fire Protection Program
- Commission on Fire Accreditation International Policy Manual
- Military Handbook 1008 Series
- Military Handbook 1038, Weight Handling Equipment

Points of Contact

Naval Facilities Engineering Command

www.navfac.navy.mil

Facilities Maintenance	202-685-9249
Energy and Utilities Management	202-685-9254
Fire and Emergency Services	202-685-9259
Transportation	202-685-9260
Facilities Assessment	202-685-9262
Competitive Sourcing Support Office	202-685-9265

(Hazard Abatement)

East Coast	202-685-3295
EFA Northwest	360-396-0256
Pacific Division	808-474-4508
Southwest Division	619-532-2025

Navy Competitive Sourcing Support Office (CSSO)

www.fac131.navfac.navy.mil/csso

800-720-6780

Navy Crane Center

Lester, Pennsylvania

610-595-0505

Other Websites

CNO NAVOSH

www.navosh.net

NAVFAC Safety

www.navfac-safety.navy.mil

Public Works Safety

www.navfac-safety.navy.mil/pblwrks.htm

Facilities Design Safety

www.navfac-safety.navy.mil/design.htm

Construction Safety

www.navfac-safety.navy.mil/cnstrctn.htm

Construction Safety Spec

www.navfac-safety.navy.mil/docs/pdf/guidespec/01525.pdf

Contractor Accident Reporting

www.navfac-safety.navy.mil/fair/default.htm

Hire Safe Contractors

www.navfac-safety.navy.mil/docs/pdf/drft1730.pdf

Contractor OSHA Citations

www.osha.gov/cgi-bin/est/est1

Hazard Abatement

www.navfac-safety.navy.mil/ha_proj.htm

Navy IG Oversight

www.navosh.net/references/strategic/review.pdf



Commanding Officer's Checklist

Facility Condition/Maintenance and Repair

- Are there any activities on the base that submit their own BASEREP?
- Who coordinates and consolidates the BASEREP input?
- Are trends developing over the past few BASEREPs?
- Is the long-range maintenance plan based on controlled inspection?
- How many facilities have been inspected in accordance with the control inspection program?
- How large is the BMAR? Is it increasing?
- Have all outstanding inspection deficiencies been included in the BMAR report and identified in the projects plan?
- Are any major repair items listed in the Annual Inspection Summary that are not included on the Special Projects Summary list?
- What is the annual budget for Infrastructure maintenance? Is there a maintenance floor? Is the budget, in relation to the Plant Replacement Value and BMAR, increasing or decreasing?

- What percent of the maintenance budget is spent on alterations and minor construction?
- Have you reviewed host-tenant agreements and Inter-Service Support Agreements (ISSA) for reimbursable works?
- How do you monitor customer satisfaction? How do you keep them advised of the status of their requests?

Transportation Equipment

- What is the percentage of equipment availability?
- Are equipment repair parts readily available? Can delivery be improved?
- What is the maintenance cost per mile for vehicles? How many vehicles do you have? How does this compare with your inventory objective?
- What has been done to reduce the number of vehicles, miles driven, and/or fuel costs? How about government buses and taxis?
- What percentage of the CESE is beyond the DOD specified economic life?

Weight Handling Equipment

- Does your Weight Handling Equipment (WHE) Program follow the NAVFAC P-307?
- Are the certifying officer and test director designated in writing? Is all WHE inspected, tested, and certified?
- Do the contracts for crane service include the provisions of NAVFAC P-307 paragraph 1.7?
- Are contractor crane operators qualified to operate the specific equipment assigned (NAVFAC P-307 appendix P)?
- Are Navy crane operators qualified to operate the specific equipment assigned?

Energy Management/Utilities Privatization

- When is the state expected to deregulate electric utilities?
- What is the status of your utility privatization program?
- Is accurate monthly energy consumption and cost information entered in the Defense Utilities and Energy Reporting System to help track progress toward the energy usage reduction goals? How well is your installation progressing toward the goals?
- Have your facilities been surveyed for all potential energy efficiency projects with a payback of 10-years or less?

CO's Guide for Public Works

- Have installation and building energy managers been designated? Have they received adequate training for this position, funded through the DON Energy Program?
- What DSM programs are available for this installation?
- How recently has your regional EFD reviewed all of your utility service accounts to ensure that you are receiving service under the lowest possible tariff rate? Are you participating in either natural gas or electricity competitive procurement programs?
- Do you sponsor an active Energy Awareness Program to enlist the support of all host and tenant organizations for cost effective activities to reduce energy consumption? Do you receive and use energy awareness materials provided by the DON Energy Program?

Self-Help

- Is there an active self-help program (either at the installation or in the area)? Are there CBUs, 1st Lieutenant Divisions, Master-at-Arms, or other organizations doing self-help type work?
- What projects in your Backlog of Maintenance and Repair can be considered for self-help? Especially important is consideration of all safety, health, and quality of life deficiencies.
- How do the various self-help and PW organizations interact? Are the requirements of all of the tenants being considered?
- How can the Fleet resources best be used?
- How do you prioritize self-help projects? Do the departments and tenants fund or are they centrally managed?

NAVOSH

- Does your command have a safety and health improvement plan with specific objectives, expected outcomes and metrics?
- Does your CO's safety and health policy letter integrate safety into all business practices, and assign supervisory and employee responsibilities? Does your command understand and integrate Operational Risk Management into high risk operations?
- Are Navy civilian, military and contractor accidents thoroughly investigated, root causes determined and corrective actions completed? Do you have a "Green Table" review for each significant accident?
- Is your base using software to track employee safety training, medical exams, protective equipment and hazardous exposures?

CO's Guide for Public Works

- Are annual or more frequent safety inspections being conducted for all workplaces, reports written and abatements completed in a timely manner?
- Is adequate funding provided for technical skills training to avoid accidents?
- Are the hazards of confined spaces, falls from heights, toxic chemicals, back injuries, high voltage, construction, etc., understood and controlled?
- Do you or your XO chair the quarterly Safety and Health Policy council to address command policy issues and metrics?
- Does your command have an aggressive workers' compensation reduction program?

Maintenance Service Contracts

- How much maintenance service contracting do you have? Can the current contracts be improved? How?
- Are you staffed to perform a proper level of contract inspection, both at the formal and informal level? Are they properly trained?
- Who is responsible for ensuring that required maintenance services do not lapse?

Commercial Activities

- What is the scope of the study(ies), i.e., what functions will be impacted by the study, and how many positions are involved?
- Do you have a CA team? Who are the players?
- What are the milestones for accomplishing the study, and where does it stand?
- What problems are you currently facing in successfully completing the study?



Innovative Facilities Technologies

Through the use of innovative technologies and business processes you can meet the challenge of the limited resources available for acquisition, maintenance and operation of the facilities infrastructure. New and continually emergent products and methods can help to contain costs and maintain readiness.

Newer or advanced technologies that are commercially available for innovative construction, maintenance and repair projects are briefly listed below. The list on innovative technologies is just a sampling of a continually evolving set of technologies. For more information on innovative technologies contact the individuals and organizations listed in the *Points of Contact* at the end of this chapter.

Section 6.1

Air Operations Facilities

Technological improvements to air operations facilities contribute to increased operational performance as well as reduced maintenance costs. For example, research and development on airfield pavements seek to increase pavement performance while allowing economic repairs. Other technologies that have been introduced include:

- Prediction models for estimating thermo-acoustic and pollutant emissions from jet engine test cells
- Hush house materials with increased durability against heat and vibration
- Heat controlling doors for hangars for energy conservation
- Improved sprinkler and foam dispensing and containment systems for fire protection



New technologies for pavement materials, sealants, and inspections extend the life of runways

Section 6.2

Seaport Facilities

Seaport facilities products, methods and designs include new materials to resist harsh marine environments and systems to improve waterfront operations. Some areas of technology improvements include:

- Steel with improved corrosion resistance
- Synthetic fiber reinforced polymer composites for structures and appurtenances with long lives and high strength
- Oil spill monitoring and detection technology
- High durability fenders and camels for submarines and ships
- Life extending and performance enhancing analysis and repairs
- Non-destructive evaluation to measure loss of metal from corrosion of steel bulkheads

Use of composite carbon and epoxy laminate sheathing to reinforce and strengthen pier decks



Section 6.3

Utilities Distribution and Management

Utilities distribution and management technology improvements aim for reduced energy costs as well as increasing reliability and facilitating repairs and maintenance.

Developments for utility distributions systems include:



- Underground condition evaluation of pipes through nondestructive evaluation
- Diagnostics of roof top HVAC machinery
- Steam cleaning systems
- Sensor guided machine excavation and rapid repair of breaks with mechanical and adhesive couplings

Live front switch gear cleaning with CO2 pellets eliminates electrical shutdown and night overtime premium pay for cleaning

Section 6.4

Communications Facilities

Technology research and development for communications facilities focus on promoting the accurate and secure transmission of vital information as well as the reduction of maintenance costs. Some examples are:

- Enclosures with shielding against electromagnetic intrusion and interference
- Insulators with high capacitance for increased durability
- High performance coatings to reduce maintenance of antenna structures

Section 6.5

General Buildings Systems

General buildings technologies improve functionality and reduce the cost of operating office, housing and industrial buildings. Research developments encompass:

- **Exterior Envelope** (consisting of roofing, walls and openings)
 - Non-destructive evaluation electromagnetic sensors to detect the location and path of water intrusion (leaks) and for continuity of sealed membranes seams
 - ROOFER, a computer assisted management system for scheduling and conducting roof maintenance enables extended roof lives while reducing costs
 - Environmentally compliant paints and coatings



Direct Digital Control for efficient operation of building electrical and mechanical systems

- **Building Interior**
 - HVAC and a variety of control options for conservation of energy and individual control for local comfort
 - Wiring and cabling systems for information systems flexibility
 - Flexible interiors to reduce remodeling costs
 - Integrated electrical and lighting systems for optimum energy conservation and healthy environments
- **Security Systems**
 - Re-optimally configured through the Navy-owned Value Risk Analysis and Counter Measures Process (VALUE) to eliminate overprotection and vulnerable voids

Section 6.6

Industrial Operations

Research and technology development for industrial operations emphasizes technologies for more economical environmental compliance and pollution prevention. For example:

- Bilge and oily wastewater treatment
- Closed loop aircraft wash rack wastewater recycling
- Cross flow ultra filtration system for contaminants
- Electrolytic metal recovery from plating waste waters
- Diesel NO_x Reduction
- Treatment for wastewater from marine boiler cleaning
- Landfill capping
- Advanced hazardous waste treatment
- Wetland for treatment of non-point source pollution
- Acid recycling
- Solar paint dehydration to treat left-over paints
- Treatment to destroy cyanide and recover heavy metals
- Environmentally sound fire fighting training facilities
- Photolytic destruction of VOC emission



The Site Characterization and Analysis Penetrometer System (SCAPS) is a mobile, self-contained laboratory designed to quickly investigate petroleum contaminated sites

Section 6.7

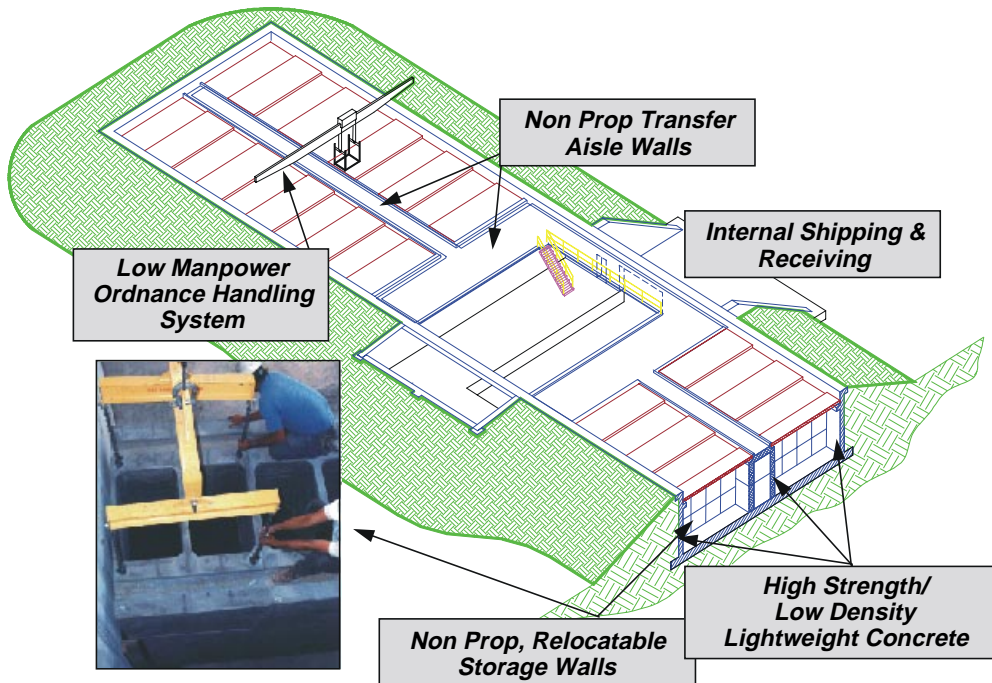
Munitions Storage/Explosives Safety

Technology development for explosives safety facilities and munitions storage concentrates on improving the safe and economical storage and handling of munitions. Technologies include:

- Structural concrete with less wave coupling and reduced energetic spill fragments
- Sophisticated and test validated computer codes to predict thermal, blast, and debris effects for any explosive situation and design configurations

CO's Guide for Public Works

- Use of water to reduce blast effects
- Handling methods for safe storage and transport of ordnance



Section 6.8

Petroleum Oil and Lubricants Facilities

Petroleum, oil, and lubricant (POL) facilities must be designed to ensure the safe and environmentally acceptable storage and delivery of fuels and fluids. To improve the safety of POL facilities technologies are developed to improve:

- Pipeline leak detection
- Leak detection of fuel from tanks
- Environmentally compliant interior tank linings

Points of Contact

The Naval Facilities Engineering Service Center (NFESC) provides specialized engineering consultations and advanced technology based, innovative, and fully engineered solutions for facilities and environmental problems. NFESC focuses on risk reduction and risk management of high performance technologies. NFESC teams work with and support regional NAVFAC engineering organizations (EFDs/EFAs), Public Works Centers, and other Commands. Specific information is available through the NFESC web site. Immediate assistance is available through the NFESC hotline at 1-888-484-3372.

Naval Facilities Engineering Service Center

www.nfesc.navy.mil

(1-888-4 THE ESC)

Energy and Utilities	805-982-3534	FAX 5388
Shore Facilities	805-982-1226	FAX 3481
Environmental	805-982-1294	FAX 5226

Space and Naval Warfare Systems Command (SPAWAR)

Marine Environmental/Sedimentation

619-553-5403 Fax 6553

Naval Surface Warfare Center, Carderock Division

Ships Environmental Compliance

301-227-4981 Fax 5557



Commanding Officer's Checklist

Innovative Technologies

- Are there any new technologies available that would be beneficial to the installation?
- What is the evaluation process for determining the cost/benefit of a new technology? Is there an established implementation procedure?
- What programs are available that are aimed at implementing new technologies? (*OPNAV N44 DEMVAL program demonstrates and validates new technologies.*)
- When a technology is not yet developed to solve a particular problem is there help available to find a resolution?

 **Navy
Housing**

Quality of housing, whether permanent or transient, for officer or enlisted, can have a direct impact on morale. Although OSD has formally decentralized housing to allow each military department to operate its own housing program, Congress and OSD prescribe the basic ground rules under which the program operates. SECNAV delegates centralized program management to both CNO and CMC, each of whom issue regulations for field activities. NAVFAC and its EFDs serve as the program managers for CNO, and provide technical guidance plus support to Marine Corps activities as well.

Policy

Primarily, the policy of DOD for providing Navy housing is to rely on the private sector to satisfy housing requirements as much as possible; and to acquire housing only when the private community cannot adequately meet service needs. An annual survey, conducted per OPNAV guidance, determines the need for family (and bachelor) housing. A timely and accurate survey is critical for competing for funding.

Section 7.1**Acquisition**

The focus of the Military Construction program is the elimination of the current backlog of unmet housing requirements by the end of FY 2005 through replacement and whole neighborhood revitalization. There are multiple options for acquisition including:

- ◆ Public/Private Ventures (P/PV)
- ◆ Military Construction (permanent)
- ◆ Annual domestic leasing
- ◆ Foreign lease construct (up to 10 years)
- ◆ Foreign block leases (usually 3-5 years)
- ◆ Host-Nation-Funded Construction

The 1996 National Defense Authorization Act instituted new initiatives for privatization of military housing to allow DOD to partner with the private sector to build, renovate and manage military housing. This endeavor allows for leveraging of scarce DOD resources with private sector capital. DOD's privatization authorities, established under the 1996 legislation, include:

- ◆ Guarantees, both loan and rental occupancy
- ◆ Conveyance or lease of existing property and facilities
- ◆ Differential lease payments
- ◆ Investments, both limited partnerships and stock/bond ownership
- ◆ Direct loans

Section 7.2

Family Housing



The mission of the Navy Family Housing program is to provide military families with quality housing, excellent customer service, and a sense of community. All military members can better support the mission of the Navy if they are living in suitable homes and are satisfied that their families are safe and comfortable measured by customer service and satisfaction.

The Navy Family Housing Program is funded by appropriations based on annual budget submittals. This appropriation, known as Family Housing, Navy (FH,N) account, has specific statutory controls and is for the exclusive use of Family Housing. Conversely, FH,N funds may not be supplemented with other funds such as O&MN.

Requirements Determination Process

The requirements determination process determines both current and projected housing requirements and uses military member input and independent market analyses.

Assignment and Utilization

Assignment and utilization of Navy managed military family housing is covered by OPNAVINST 11101.13 series, which promotes standardization in the Navy-wide implementation of policies and criteria. Eligible DOD personnel and their family members are ensured equal housing opportunities regardless of race, color, religion, sex, age, national origin, handicap or familial status.

Congress, SECNAV, and CNO have very strict laws, policies, and guidelines for the operation and maintenance of Flag quarters.

Information and Referral

Information and Referral Services operate within each local Housing Welcome Center to help military families new to the area find housing in the community.

There is also a Navy Set Aside Program available at some conus activities to help military families obtain affordable housing through agreements between the housing offices and the community

property managers to provide off-base housing. The program enables families to move into community housing with no application fee, no credit check and no security deposit.



Section 7.3

Bachelor Housing

Residents of Navy Bachelor housing (BH) can include single sailor permanent party personnel, transients (military, civilian and contractor personnel when it is appropriate), and students. Navy bachelor quarters should provide a quality living environment with customer services that meet the needs of the residents. Housing conditions can have psychological, social, and functional implications. Suitable shelter and services can foster a sense of dignity, pride, and place within the Navy community.

Bachelor Housing Designs

While many different older standards still exist in both Central Head and Shared Bath configurations, the current construction standards as described in MIL HDBK 1036A are:

- *The 1+1 – two bedrooms with a small connecting area that includes a bathroom, service area, and room access and is designed to house two E1-E4 sailors*
- *The 2+2 – a two bedroom module with a connecting bath designed to house four E1-E4 sailors*



- *The **Open Bay** – a large room with a central bath used for recruit housing*
- *The **2+0** – a variation of the 2+2/1+1 designs where two sailors share a sleeping area and a bath*

Requirements Determination Process

The requirements determination process provides the key element for justifying all Navy Bachelor Housing Military Construction projects. An interim output of the process is the R-19 Report which identifies bachelor housing requirements for each



Navy location. The report identifies projected base loading for all commands at the activity, the transient housing requirement, and the assets available to house these personnel. If insufficient facilities exist for the population, a deficit exists and a new construction project may be appropriate to satisfy the need. The Naval Audit Service reviews all proposed construction projects for validity and value.

Naval Facilities Assets Data Base

The Naval Facilities Asset Data Base (NFADB) provides inventory information and is used to generate the R-19 report. Inaccurate data will impact the Navy's ability to identify bachelor housing needs. As facilities change (use, condition, configuration, etc.) the property records need to be updated and NFADB information validated to ensure correctness. Base planners and the bachelor housing manager are jointly responsible for the accuracy of the data.

Integrating with Other Reporting Systems

Other reporting systems exist that contain data on Bachelor Housing include the following:

- **Annual Inspection Summary** (*See Chapter 5, Facilities Management, for more information*)
- **Base Readiness Reporting System** (*See Chapter 5, Facilities Management, for more information*)
- **Performance Based Management Support System** – provides information in a graphical format such as costs, utilization, facility condition, and an assessment of customer satisfaction
- **Transition Reports** – are one time “snap shots” of a base's bachelor housing assets and future requirements used to evaluate and plan for the transition to the 1+1 construction standard by 2013 as required by Congress

The Commanding Officer's Challenge

In the Navy, we have set high quality standards, and we are committed to providing customer service that will assist and enhance the lives of all our people and contribute to their overall contentment. Quality customer service begins with and is the responsibility of the Commanding Officer. Bachelor housing staff members must convey a customer oriented attitude. Quality service creates a sense of importance, a sense of belonging and a sense of ownership. Teamwork should involve the command, tenant commands, major claimants, and NAVFAC/EFD professionals to help achieve top-notch service. A proactive process involving all members of the "team" helps ensure customer needs are foremost in the decision-making process. First hand knowledge of operations is essential for continued improvement, so we recommend walking through the facilities and talking to the residents as well as the staff that manage your operations.

Section 7.4

Public Works Support

The Public Works Centers and Departments work in concert with the Family and Bachelor Housing Managers to ensure the facilities are properly maintained. The host command relies on the expertise of Public Works personnel for effective facilities management. Facility issues often drive customer perceptions, therefore a close working relationship between Public Works and Housing is essential for maintaining a suitable environment. Emergency service or trouble calls should receive timely responses with appropriate solutions to fit the situation, and the grounds should be maintained in a manner to connect the facility with the local environment and convey a sense of completeness.

Public Works Centers and Department personnel provide information needed to optimize allocation of the limited resources available to satisfy facilities issues, base operations and mission operations. Public Works Centers and Departments also provide valuable contract administration support for both Family and Bachelor Housing.

References

Navy Policy and Documents

- OPNAVINST 11101.41 series; Navy Family Housing Domestic Leasing Program
- DOD Housing Management Manual dtd Sep 93
- Title 10 US Code, Sec 2828
- OPNAVINST 11101.21 series; Navy Housing Information and Referral Services (HRS).
- OPNAVINST 11101.13 series; Assignment and Utilization of Navy-Managed Military Family Housing (MFH)
- OPNAVINST 11101.19 series; Management of Flag and General Officers Quarters (F&GOQ's)
- MIL HDBK 1036A; Design Standards for Bachelor Housing
- OPNAVINST 11103.1 series; Policy and Procedures Governing Bachelor Housing
- DODI 1015.12; Lodging Program Resource Management
- DOD FMR 7000.14R; Vol 13
- Title 10 US Code, Sec 2783
- NAVFACINST 11101.85G, Navy Family Housing Project Standards

Points of Contact

Naval Facilities Engineering Command

www.housing.navy.mil

202-685-9335

Atlantic Division	757-322-4542
Pacific Division	808-471-3228
Southwest Division	619-532-3958
Southern Division	843-820-5670

Chief of Naval Operations (N44), Facilities and Engineering Division

www.n4.hq.navy.mil

703-604-9998



Commanding Officer's Checklist

Navy Housing

- Do you have an inventory, by pay grade composition and bedroom size, of the installation's housing units?
- Is the housing office welcome center properly staffed and organized? When was the last staffing study conducted?
- How long is the waiting list to get into quarters – by pay grade and bedroom composition?
- Is there a need for additional housing acquisition? If so, what is the plan for acquisition? Does a recent family housing survey document this need? If not, what is the plan for divestiture?
- Do the families (and bachelors) using the housing referral service get good support? Are they being placed in suitable quarters in a reasonable time frame?
- Does the housing staff have current long and short range maintenance plans? Are they being followed?
- Is there a Comprehensive Neighborhood Plan (CNP) for determining backlogs and improvement requirements?
- Are work-year allocations from your Claimant and staffing dollars from NAVFAC properly aligned to allow the staff to do their jobs effectively?
- What is the size and breakout of the current housing budget? Are all funds being obligated to get the best “bang for the buck”?
- Is your housing staff making use of the state-of-the-art computer systems to help increase efficiency in dealing with customers and with higher authority?
- Is maintenance of housing accomplished by contractor or station forces? Is a quality product being provided to the housing occupant?
- Does the welcome center have a good energy conservation program in place? Are the occupants helping to save energy?

- Are smoke detectors and carbon monoxide alarms installed in the appropriate locations?
- What is the inventory in the BH by room category? What is the utilization percentage in the BH? When was the utilization plan updated?
- When was the last AIS (Annual Inspection Summary) conducted in the BH? What is the BMAR (Backlog of Maintenance and Repair), and what is the BASEREP (Base Reporting) condition? What are the plans to correct any problems?
- Based on the R-19 and the 1 + 1 Transition Plan, is there a need to construct or modernize BH facilities? What is the status of the projects to meet these requirements?
- How many transient BH rooms are available for use? When was the BQCRS (Central Reservation System) Allotment last updated?
- When was the transient room rate last reviewed?
- Is a Geographic Bachelor (GB) Review Board established and operational? How many GBs are served by the BH; what other housing alternatives are available to them?
- Is the PBMSS (Performance Based Management Support System) an integral part of the BH decision process?
- Is the appropriated and non-appropriated funding of the BH adequate? Do annual budget requests reflect all BH requirements? Are funds obligated in accordance with fiduciary guidance?
- Is the composition of the BH staff adequate to meet service and maintenance requirements? Does the BH staff reflect a positive professional image?



Environmental Management & Resources



Environmental considerations continuously permeate all aspects of the life cycle of an installation from development, during operation, through closure and disposal. Proper environmental management and coordination at an installation is not only necessary to comply with Federal, state, local, and host nation regulations, it benefits the overall mission by preventing time delays as a result of operational shutdowns, and it improves public relations.

Policy

The Department of the Navy, Office of the Chief of Naval Operations' policy, stated in a 17 February 1993 memorandum, emphasized that the Navy is fully committed to strict compliance with all applicable environmental requirements and established goals that “go well beyond compliance with existing standards.” To assure fulfillment of the commitment, the Navy has adopted the following environmental, natural and cultural resources quality goals:

- *Integrate environmental considerations into all Navy decisions*
- *Promote an environmental protection and natural resources ethic*
- *Prevent pollution at the source*
- *Protect and wisely use natural and cultural resources*
- *Comply with all applicable environmental laws*
- *Cleanup installations as rapidly as resources permit*

The primary directive that outlines requirements, assigns responsibilities and issues policy for the management of the environment and natural and cultural resources for Navy shore activities is OPNAVINST 5090.1B, Environmental and Natural Resources Program Manual.

An installation's environmental program should encompass:

- | | |
|-------------------------|----------------------------------|
| 1. Planning | 5. Partnering with the Community |
| 2. Compliance | 6. Awards Programs |
| 3. Pollution Prevention | 7. Education and Training |
| 4. Restoration | 8. Technology |

Section 8.1

Planning

Planning is the foundation of the environmental program and is crucial to identifying opportunities to minimize or eliminate threats to human health and the environment. Refer to Chapter 3, *Facilities Planning/ Programming* for more information.

Section 8.2

Compliance

Compliance programs are implemented at every Navy and Marine Corps installation to ensure compliance with the multitude of environmental regulations including the:

- ◆ Clean Water Act (CWA), which regulates wastewater treatment and other discharges into waterways
- ◆ Amended Clean Air Act (CAA), which regulates air emissions from most of our operations
- ◆ Toxic Substances Control Act (TSCA), which regulates the management and disposal of Polychlorinated Biphenyls (PCBs)
- ◆ Resource Conservation and Recovery Act (RCRA), which regulates hazardous waste, solid waste and underground storage tanks
- ◆ Safe Water Drinking Act (SWDA), which regulates drinking water
- ◆ Occupational Safety and Health Act (OSHA) 29 CFR 1910.120, which regulates hazardous waste operations and emergency response

Civil and criminal penalties can be incurred as a result of improper environmental management, including fines and operational shutdown. More detailed information can be found in the ***Commanding Officers' Guide to Environmental Compliance***. Also, consult with the facility legal office for more details.

Compliance Overseas

The environmental requirements for an installation outside of the continental U.S. (OCONUS) will depend upon the standards stipulated by the host country and the Status of Forces Agreements (SOFAs). OCONUS should also comply with the Overseas Environmental Baseline Guidance Document (OEBGD), Final Governing Standards (FGS), and the Japan Environmental Governing Standards (JEGS) where applicable. However, all OCONUS facilities are still required to conduct business in an environmentally safe manner and comply with certain U.S. military regulations relating to environmental and natural resources protection, as well as Occupational Safety and Health.

Section 8.3

Pollution Prevention

The Pollution Prevention Program (P2) is the principal tool for cost-effective compliance. For example, instead of using traditional "end-of-the-pipe" waste management collection and treatment, P2 seeks to eliminate the contaminant "at the source" through process changes, recycling, substitution of non-hazardous or less hazardous materials, and conducting more environmentally acceptable operations.

As one of the most effective methods for controlling future environmental costs, pollution prevention should begin in the planning stage of the acquisition process. The Assistant Secretary of the Navy is working to instill this philosophy within the acquisition community by requiring consideration of life cycle environmental factors.



Section 8.4

Restoration



The restoration program, more commonly called the cleanup program, is designed to locate, investigate, characterize, and clean up contaminated sites on Navy and Marine Corps installations. Two Federal laws are the primary drivers: the **Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)**, and **Resource Conservation and Recovery Act (RCRA)**, which includes cleanup from leaking underground storage tanks (USTs).

Section 8.5

Partnering with the Community

Virtually every environmental law calls for public involvement. Restoration Advisory Boards (RABs) are an important part of our partnering effort. RABs are jointly chaired by a Navy official and a citizen selected by the community. In open forums local residents can learn about the nature and severity of contamination that may exist, and have a voice in the decision-making process. In some instances, RABs have contributed to cost avoidance. Other environmental compliance programs also

involve public participation through public notice and hearings prior to permit issuance or other regulatory action.

TIPS FOR WORKING WITH THE COMMUNITY

- ◇ Realize the environment belongs to everyone
- ◇ Know the difference between public relations and public involvement
- ◇ Recognize the average citizen often distrusts the government's representation of issues, thus candor and honesty are crucial
- ◇ Don't take criticism personally
- ◇ Establish an expert contact (preferably in the Public Affairs Office)
- ◇ Invite comment, even from potential opponents
- ◇ Strive for objective and accurate - but not necessarily positive - news coverage
- ◇ Never selectively release information or "stretch" the truth
- ◇ Maintain current fact sheets
- ◇ Provide any requested information as soon as possible
- ◇ Don't be afraid to say "I don't know," and be prepared to search for answers
- ◇ Offer briefings, site visits and tours of the facility
- ◇ Publicize internal and external environmental awards to recognize excellence and inform the public

Section 8.6

Awards Programs

Environmental Awards provide an opportunity to recognize commendable efforts of the environmental staff and highlight to the local public and regulatory community a commitment to environmental excellence. The following list are among the awards programs available:

- ◆ DOD Environmental Security Awards
- ◆ Secretary of the Navy Environmental Awards (winners compete for DOD awards)
- ◆ Specialized awards within the major command
- ◆ Local, regional and national non-DOD environmental awards
- ◆ Local (installation) awards programs (*Installations are authorized to develop internal awards programs to recognize outstanding environmental performance and to promote specific environmental programs*)

Section 8.7

Education and Training

Environmental training is a critical ingredient to maintaining compliance. Navy policy requires installation personnel to be trained to perform their jobs in an environmentally responsible manner, trained as legally required, and trained to respond properly in an environmental emergency. Training and certification records must be maintained according to laws or regulations.

Both Navy and Marine Corps have taken steps to identify training needs. Further, CNO has implemented a Navy Training System Plan that established minimum training requirements for military and civilian personnel.

SAMPLE AREAS OF MANDATED TRAINING REQUIREMENTS

- ✓ **Hazardous waste shipping and storage**
- ✓ **Work involving hazardous or toxic chemicals**
- ✓ **Uncontrolled hazardous waste site investigations and cleanup**
- ✓ **Asbestos demolition and removal**
- ✓ **Lead-based paint exposure**
- ✓ **Response to oil spills**
- ✓ **Pesticide application**
- ✓ **Operation of boiler plants, incinerators, water or wastewater treatment facilities**

Section 8.8

Environmental Technology

The environmental technology program strengthens the compliance, pollution prevention, and conservation programs through the development and implementation of innovative and cost-effective solutions and technologies.

The Navy has established several technology implementation programs. Naval Facilities Engineering Service Center (NFESC) has a General Board Agency Announcement that is a streamlined and flexible approach to identify a wide range of innovative environmental quality technologies.

The major technology development programs and sources of funding include the Navy Pollution Abatement Ashore Program; the Environmental Security Technology Certification Program; and the Strategic Environmental Research and Development Program.



Section 8.9

Critical Elements for Success

Navy must provide leadership and a personal commitment to ensure that all Navy personnel develop and exhibit an environmental protection ethic. The following six elements are critical to the effectiveness of the Navy's Environmental Program and must have the full commitment of the Navy's top leadership:

- **Commit the Chain of Command** – Environmental directives are communicated through the chain of command; Navy leaders must ensure their implementation
- **Spread the Environmental Ethic** – In every endeavor Navy must show concern for the environment
- **Train and Educate the Workforce** – Proper education and awareness play a crucial role in implementing changes to promote environmental stewardship
- **Prioritize Navy Resources** – The cost of environmental protection is part of the costs of maintaining a ready, well-equipped, and well-trained Navy; emphasis must be on innovative, cost-effective and risk-base approaches to environmental concerns
- **Harness Market forces** – Incorporate environmental costs into acquisition decisions to motivate suppliers to develop more environmentally benign products

Section 8.10

Installation Team

The commander is responsible for the installation's environmental program and can best achieve success through strong command involvement and the efficient use of the installation staff, especially the Environmental Coordinator and Environmental Quality Control Committee (EQCC).

<p>THE INSTALLATION ENVIRONMENTAL TEAM</p> <p>Environmental Quality Control Committee</p> <p><i>Provides a forum to address and resolve complex environmental issues that affect the installation.</i></p> <p>Environmental Coordinator</p> <p><i>Key in developing action plans and monitoring compliance of all programs.</i></p> <p>Legal Advisor</p> <p><i>Involved in negotiations of compliance agreements, including fines and penalties.</i></p> <p>Public Affairs Officer</p> <p><i>Ensures public and workforce are environmentally aware of issues and programs; Builds cooperative and trusting relationship with the community and the environmental regulatory community.</i></p> <p>Natural Resources Manager</p> <p><i>Implements the Natural Resources Management Plan.</i></p> <p>Cultural Resources Manager</p> <p><i>Implements all programs impacting historic buildings, districts, sites, and structures.</i></p> <p>Remedial Project Manager</p> <p><i>Coordinates and oversees all phases of remedial action.</i></p> <p>Safety Officer</p> <p><i>Manages and monitors compliance with OSHA.</i></p> <p>Supply Officer</p> <p><i>Considers life cycle environmental factors in the acquisition process.</i></p>

THE INSTALLATION ENVIRONMENTAL TEAM – CONTINUED

Director of Public Works

May have the responsibility for the overall direction of the environmental protection program.

Pest Management Coordinator

Oversees pesticide management operation in compliance with laws and regulations.

Regional Environmental Coordinator

Facilitates the Navy's environmental programs at the state and regional levels and provides a regional focus for Navy environmental concerns and activities.

EPA Federal Facilities Coordinator

Resource for technical guidance and clarification on regulations.

State Environmental Agency Representative

Resource for technical guidance and clarification on regulations.

References

Navy Policy and Documents

- OPNAVINST 5090.1B, Environmental and Natural Resources Program Manual
- OPNAVINST 4110.1, Hazardous Material Control and Management (HMC&M)
- OPNAVINST 5100.23E, Navy Occupational Safety and Health (NAVOSH) Program Manual
- NAVSUPINST 4110.528, Shelf Life Item Identification, Management and Control
- NFESC 7-03, Oil Spill Prevention Control and Countermeasures Planning Manual
- OPNAVINST 5400.24D, Jurisdiction of Area Coordinator
- NFESC 20.2-028C, PCB Program Management Guide
- OPNAVINST 6250.4A, Pest Management Program
- NTP X-900-9201, Environmental and Natural Resources Navy Training Plan
- NFESC UG-2000-ENV, Solid Waste Management Plan
- NFESC UG-2003-ENV, Qualified Recycling Program Development Guide
- CNO ltr of 9 February 1994, Establishment of Restoration Advisory Boards (RABs)
- OPNAVINST 11010.36A, Air Installations Compatible Use Zones (AICUZ) Program
- NAVFAC Directive 6050.16, Establishment and Implementation of Environmental Standards at Overseas Installations
- DOD Overseas Environmental Baseline Guidance Document (OEBGD)
- DOD Directive 4120.14, Environmental Pollution, Prevention, Control and Abatement
- Final Governing Standards (FGSs) as developed by Executive Agents for each country with significant DOD installations
- Navy Commanding Officer's Guide to Environmental Compliance
- Joint Service P2 Opportunity Handbook
- Pollution Prevention Equipment Program Book
- DLA's Environmental Product Catalog
- POM-xx Environmental Requirements Cookbook
- NAVFACINST 11000.4A, Base Realignment and Closure Caretaker Management Guidance
- Federal Environmental Contacts Directory P-73, Vol. II, Natural Resources Management Procedure Manual

Points of Contact

Naval Facilities Engineering Command

www.navfac.navy.mil

202-685-9308

Atlantic Division	757-322-4800
Pacific Division	808-471-3948
Southwest Division	619-532-2454
Southern Division	843-820-5600
NFESC	888-4-THE-ESC

Naval Supply Systems Command

www.navsup.navy.mil

757-444-1096

Chief of Naval Operations (N45), Environmental Protection, Safety and Occupational Health

www.n4.hq.navy.mil/n4home.htm

703-602-6844

Other Websites

Department of the Navy Environmental Program

www.enviro.navy.mil

Defense Environmental Network & Information Exchange

www.denix.cec.mil/denix/denix.html

Environmental Protection Agency (EPA)

www.epa.gov



Commanding Officer's Checklist

Environmental Management & Resources

- Do you have a copy of the “Navy Commanding Officer’s Guide to Environmental Compliance?”
- Who are the members of the installation’s environmental team?
- Is appropriate emphasis being placed on environmental issues at all levels?
- Does the installation have an active Environmental Quality Control Committee (EQCC)? Are they fully versed on the current Navy and Major Claimant environmental regulations?
- Are the tenant commanders supportive and involved in the environmental program, and do they participate in the EQCC meetings?
- Is there a good working relationship with regulatory and other officials from EPA, U.S. Fish and Wildlife, state and local agencies or groups?



Facilities Resources Management

In an era of continuously declining resources it is imperative to manage installations (facilities) resources optimally; to accomplish maintenance and repair at the least life-cycle cost using the right materials and methods; and to foster effective and efficient operations.

In addition to ensuring the most economical use of available resources, the successful commanding officer:

- ✓ Is aware of the different appropriation categories and what each appropriation can be legally used to purchase
- ✓ Adheres to all financial laws and regulations, including ensuring appropriated funds are not over committed, over obligated, or over expended, and that obligations or expenditures are not incurred for purposes other than those authorized by Congress

Section 9.1

Planning, Programming, and Budgeting (PPBS)

The process by which resources requirements are determined, documented and allocated in DOD is known as the ***Planning, Programming and Budgeting System (PPBS)***. PPBS consists of three separate and distinct phases:

1. **Planning** – Global military requirements are assessed; and strategy to meet requirements is defined.
2. **Programming** – Strategic plans are translated into alternative force structure programs defined in terms of personnel, material, and financing.
3. **Budgeting** – Programs are expressed in terms of appropriation requirements.

The DOD PPBS operates on an 18 to 24 month cycle, causing concurrent activities within the appropriation. This means simultaneously budgeting for one year, programming for the following year, and planning for the succeeding years.

Planning

Creating Input Data: Obtaining information needed to execute PPBS requires a functional facilities management system. Data are derived from:

- Shore Facilities Inspection, under which maintenance and repair (M&R) requirements are prioritized and rolled up in the Annual Inspection Summary (AIS) and a Special Projects Summary List (SPSL).
- Shore Base Readiness Report (BASEREP), which assesses mission readiness in terms of facilities condition and quantity.
- Work Control, the system that programs in-house and contracted M&R, and records the expenses.
- Utilities Management, from which costs for fixed maintenance requirements and energy conservation initiatives are identified.
- Special Projects Program, the Claimant's part of the budget, addresses the worst and most mission-critical problems identified in the AIS, SPSL, and Shore Base Readiness Report (BASEREP).

IWAR: OPNAV N81 leads the planning process through the development of the Integrated Warfare Architecture Requirement (IWAR). Facilities requirements are addressed in the Infrastructure IWAR.

Programming

Fleet RPM Readiness Condition Criteria: A methodology introduced during PR-99 for assessing basic funding needed for facility maintenance and repair. In addition to the AIS and BASEREP, the commanding officer should consider the Facility Management Budget Reports (explaining what is scheduled to be fixed), and the opinion of department heads and tenants as sources for evaluating the funding necessary to sustain or attain the readiness levels described in the condition criteria.

Program Objective Memorandum (POM): The vehicle identifying resources the Navy requires for current mission, new mission, expanded mission, increased AIS backlog, BASEREP deficiencies or new programs is the POM, a biennial exercise to influence the Future Year Defense Program (FYDP) budget base. The results of the IWAR are reflected in the CNO's Program Assessment Memorandum (CPAM). The Baseline Assessment Memorandum (BAM) identifies the resource requirements for specific programs. Both the BAM and CPAM are used to influence development of the FYDP funding levels reflected in the POM.

Budgeting

Funding: The dollars programmed for facilities management are allocated among the Claimants for the mission requirements in a series of three distinct budget exercises:

- Navy Comptroller (NAVCOMPT), or Claimant Budget, in the spring;
- Office of the Secretary of Defense (OSD), or Navy Budget, in early fall;
- Congressional, or DOD Budget, in the winter.

Assessment: The monitoring and reviewing of the execution of facility resource management has two primary milestones:

- The mid-year review, an opportunity to appraise the execution of the resource plan, determine if assigned resources are sufficient for the balance of the year, and make the necessary adjustments to ensure compliance with resource control assignments. If the forecast indicates that mission requirements cannot be met within resource controls, an appeal for additional funds is possible; however, the funds may not be available for redistribution from other commands.
- The year-end execution report, compiled each December to document the obligations incurred relative to the planned program. Assures resources were expended as planned, the appropriate work was done, and that work was accomplished as specified.

Section 9.2

PPBS Participants

Activities: The installation commander is responsible for proper management of the installation's real property, the assessment of its present condition, its impact on assigned missions, its resource requirements, and resource allocation for its operation, maintenance, and repair. As such, the planning and programming data for the claimant's budget are assembled and justified at the activity level.

Major Claimants and Sub-Claimants: The major claimants are the source of the budget submissions for the facility resources assigned to them. Each is required to submit specific facility exhibits to the Chief of Naval Operations, described further in Section 9.4, "PPBS Budget Output":

- BS-1
- Unfunded Requirements
- OP-27P
- PB-27, Year End Execution

Additionally, each claimant has requirements for further exhibits, based on their unique, specific needs.

Chief of Naval Operations (CNO): The CNO is tasked with centralized management control for real property maintenance activities. In response, CNO has organized and established policy to manage the PPBS process. Components include:

- N8, Resource Warfare Requirements and Assessments Organization
- N80, central coordinator for programming
- N81, assessment division
- N82, Navy Comptroller. Code N82 is the appropriation sponsor for Operations and Maintenance, Navy, the primary source of funding for facilities maintenance.
- N4, Deputy CNO (Logistics)
- N44, Facilities and Engineering. Code N44 is the functional resource sponsor for family housing, bachelor quarters, real property maintenance, military construction and Seabees.
- N46, Shore Installations Management. Code N46 is the functional resource sponsor for Base Operating Support (OBOS), MWR and other quality of life programs.

Naval Facilities Engineering Command (NAVFAC): NAVFAC provides technical advice and guidance and facilities management and engineering assistance to CNO, major claimants, sub-claimants, and activity commanding officers in planning, executing, and appraising the effectiveness of facility maintenance programs, and condition assessment and support during the planning programming and budgeting process.

NAVFAC Engineering Field Divisions (EFD) provide staff support to assigned claimants and sub-claimants. This role is made even more formal by some claimants who have delegated engineering support responsibility to an EFD and assigning claimant staff codes to the resulting Claimant EFD.

Section 9.3

Resources Management Tools

The following is a short summary of various resources management tools. Many are described in greater detail in previous chapters.

Management tools:

- Tracking real property funding: **Asset Protection Index (API)** is a measure of how well the plant investment is being protected with maintenance and repair funding. The API is calculated by dividing total maintenance and repair funding by current plant value (CPV) or plant replacement value (PRV). A number of studies recommend an

API of 2-4%. In calculating API, you must take into consideration all RPM funding sources, including claimant funded special projects.

- Tracking real property condition: **Facility Condition Index (FCI)** is a measure of deficiencies related to CPV or PRV. FCI is calculated by dividing the dollar cost of AIS critical backlog by the CPV or PRV, also stated in dollars. FCI can be used for trend analysis and comparisons between activities.
- Tracking real property financial planning: **Funding Index** is the derivative measure of the degree of funding, determined by dividing base maintenance and repair funds (Operation Plan Controls) by total station maintenance and repair needs. A fully funded situation would be 1.0.

Data tools:

The AIS, BASEREP and NFADB are fundamental sources of facilities data.

- AIS: The database in which the condition of facilities is recorded. The data are broken down into 18 investment categories.
- BASEREP: Report displays C3/C4 projects and funding needed to achieve stated readiness objectives. The data are displayed in 28 mission areas.
- Naval Facilities Asset Data Base (NFADB): The NFADB provides a detailed inventory of all real property assets. Since facility resource requirements are primarily driven by the amount of real property that needs to be maintained, it is extremely important that the NFADB accurately reflects the extent and condition of your real property inventory.

Resource allocation tools:

- Facilities resource management budget reports
- POM Issue Papers
- Shore Facilities Life Extension Program (Shore FLEP) (OPNAVINST 11100.3): Shore FLEP is a program that establishes specific areas of emphasis for resource allocation. Shore FLEP addresses what it takes to improve existing facility condition through O&M,N funds and what needs to be corrected by replacement and modernization, using MILCON resources.

Operating tools:

- Resource Utilization Plan: A Resource Utilization Plan shows how the public works provider will allocate the assigned funding control. The usual categories include recurring work, emergency services, minor and specific work, and overhead. The amount of control amounts available for minor and specific work is the amount of funds that can be spent on reducing the AIS critical backlog.

- **Maintenance Action Plan:** This plan is the public works provider's plan for backlog reduction for the current year. It lists the high priority minor and specific work that can be done within resource constraints.
- **Long Range Maintenance Plan:** The public works providers plan for addressing current and projected requirements through the next four years or longer.

Assessment tools:

- Execution Report of Certified Obligations
- Baseline Assessment Memorandum (BAM)
- CNO's Program Assessment Memorandum (CPAM)
- Fleet RPM Readiness Condition Criteria
- Integrated Warfare Architecture Requirement (IWAR)

Section 9.4

PPBS Budget Output

Activity maintenance and repair budget: The activity maintenance and repair request, drawn from the AIS data for the condition assessment of the assets and the annual BASEREP report for the readiness of those assets.

BS-1: Displays detailed facilities resources data in terms of units of measure and dollars spent or planned. The CNO requires the claimants to submit this exhibit with individual activity data for each budget submission.

Unfunded Requirements Report: This report documents the explanation of the discrepancy between controls and need, if the financial controls provided to the activity are not sufficient. Typically it explains how much is needed, why, the impact if not received, and the claimant's priority. At the claimant level, it is a compilation of unfunded requirements from individual activities.

OP-27: An exhibit prepared by the claimant, describing all maintenance and repair and minor construction projects costing more than \$500,000 for the NAVCOMPT, OSD, and Congressional/Presidential budget submissions. Activity input may be required.

PB-27: An exhibit prepared by the claimant detailing (to the cost account level):

- Dollars expended, i.e., certified obligations
- Work units, matching the BS-1 work units

Details from the exhibit provide data for extensive analysis of financial planning and execution performance.

Section 9.5

Desired Outcomes from Resources Management

Investment category priority levels: Shore FLEP recognizes it is not possible to do all things at once, so it assigns priorities (high, medium, and low) to each of the investment categories. These are correlated with the mission areas identified under the BASEREP program. Resources for correction of facility deficiencies should generally be targeted in accordance with Shore FLEP priorities.

Condition ratings (C1 - C4): The condition readiness of facilities is defined in BASEREP from C1, fully meets mission requirements, to C4, does not meet mission requirements. C3 and C4 conditions are generally considered unsatisfactory for mission essential facilities and should be resourced accordingly.

Three levels of maintenance and repair funding:

- Level One: Funds needed to pay for routine recurring work, i.e., standing job orders and recurring contracts, emergency services, maintenance shop overhead, and facilities management engineering.
- Level Two: Funding to curb the growth in existing backlog.
- Level Three: The level of funding needed to reduce the maintenance and repair backlog, working toward a backlog target which is both reasonable and manageable.

Levels One and Two represent the cost of ownership of facility assets to maintain an acceptable level of operational readiness without further deterioration. Level Three represents the opportunity to improve the overall condition of the base. These levels represent broad objectives, that can be used as benchmarks against which the effectiveness of currently available resources is measured.

Section 9.6

Summary

Facilities resources management is the process of planning, programming, budgeting, executing, and assessing the set of activities to accomplish the following functions:

- Maintenance and repair
- Minor construction
- Utilities operations
- Other engineering support such as custodial service, preventative maintenance, refuse collection, and public works engineering.

References

Navy Policy and Documents

- OPNAVINST 3501.167B, Shore Base Readiness Report (BASEREP)
- OPNAVINST 11100.3, Shore Facilities Life Extension Program (Shore FLEP)
- NAVSO P-3582, Financial Management Guidebook for Commanding Officers
- OPNAVINST 11010.34, Submission of the Type "A" Annual Inspection Summary (AIS) and Narrative Assessment
- NAVCOMPT Manual, Volume 7

Points of Contact

Naval Facilities Engineering Command

www.navfac.navy.mil

Other Websites

thomas.loc.gov

Complete legislative information including full text of bills of both Houses; Congressional Record; Committee information including Committee Reports and individual committee home pages.

www.law.cornell.edu/uscode

All current US Code/laws with different methods for checking recent amendments to the currently available electronic version.

www.whitehouse.gov

The best place to access press releases, text of speeches, text of Saturday radio addresses, OMB Circulars, and the latest government statistics.

navweb.secnav.navy.mil

Provides up to date information related to the Navy Comptroller as well as Program Budget Decision (PBD) and POM information.

law.house.gov

Provides the current language of Federal Regulations.

www.dtic.mil/comptroller

www.dtic.mil/comptroller/finman01.html

www.dtic.dla.mil/adm/annual/index.html

Provides the USD(C) homepage along with a “searchable” version of all volumes of the DOD Financial Management Regulations (FMR). Also provides the latest version of all DOD directives.

www.gao.gov

Provides GAO reports and testimony, Comptroller General decisions and Opinions, Reports on Federal Agency Rules, GAO Policy and Guidance, and Special Publications.

www.fms.treas.gov

Provides Financial Management Service Regulations, Monthly Department of the Treasury Statements, Prompt Payment Information, Standard General Ledger, Annual Reports, and Federal Claims Collection Standards.

www.asafm.army.mil

Provides Department of the Army Financial Operations homepage and Anti-Deficiency Act violation information.

www.dodssp.daps.mil/usndirs.htm

Provides Department of the Navy directives.

www.federaltimes.com

Provides top stories affecting federal employees including legislative updates, Defense news, etc.

www.opm.gov

Provides information regarding civilian personnel issues.

www.navweb.secnav.navy.mil/fmo/index.htm

Provides the Assistant Secretary of the Navy (Financial Management and Comptroller) Office of Financial Operations (FMO) mission along with policy memos, year-end closing guidance, the D.C. Connection Newsletter, STARS notes, etc.



Commanding Officer's Checklist

Facilities Resources Management

- Does the NFADB accurately reflect the extent and condition of all real property assets? When was the last time the facilities inventory was reviewed for accuracy?
- What are the past, present and projected funding levels and backlog expressed in actual and relative terms (i.e., API and FCI)? What funding is necessary to arrest the growth in critical backlog?
- What are the past, present and projected readiness levels for each type of facility and mission area based on the BASEREP and Fleet RPM Readiness Condition Criteria? What funding is necessary to achieve C2 readiness?
- How have resources historically been allocated (by investment category)? Have allocations been made in accordance with Shore FLEP recommendations?
- What are the current unfunded requirements as reflected in POM issue papers, the unfunded requirements report, and midyear review?



Project Monetary Limits

Project limitations and approval authorities must be followed to prevent violation of statutory laws. The chart on the next page shows the maximum limits and funding sources. Major claimants may provide lower limits for activities having limited resources.

Minor Construction/Alteration Work

The Major Claimant can approve minor construction projects costing up to \$500,000 including the cost of supervision, inspection, and overhead (SIOH). Minor construction projects costing more than \$500,000 require MILCON funding. If you notice large improvement projects underway, ask for the cost estimate of the work with the amount of minor construction dollars highlighted. Don't increment alteration or improvement projects. A \$500,000 alteration one year followed by another one next year in the same building is usually incrementation, and both should have been funded through one or more MILCON projects.

Repair and Maintenance

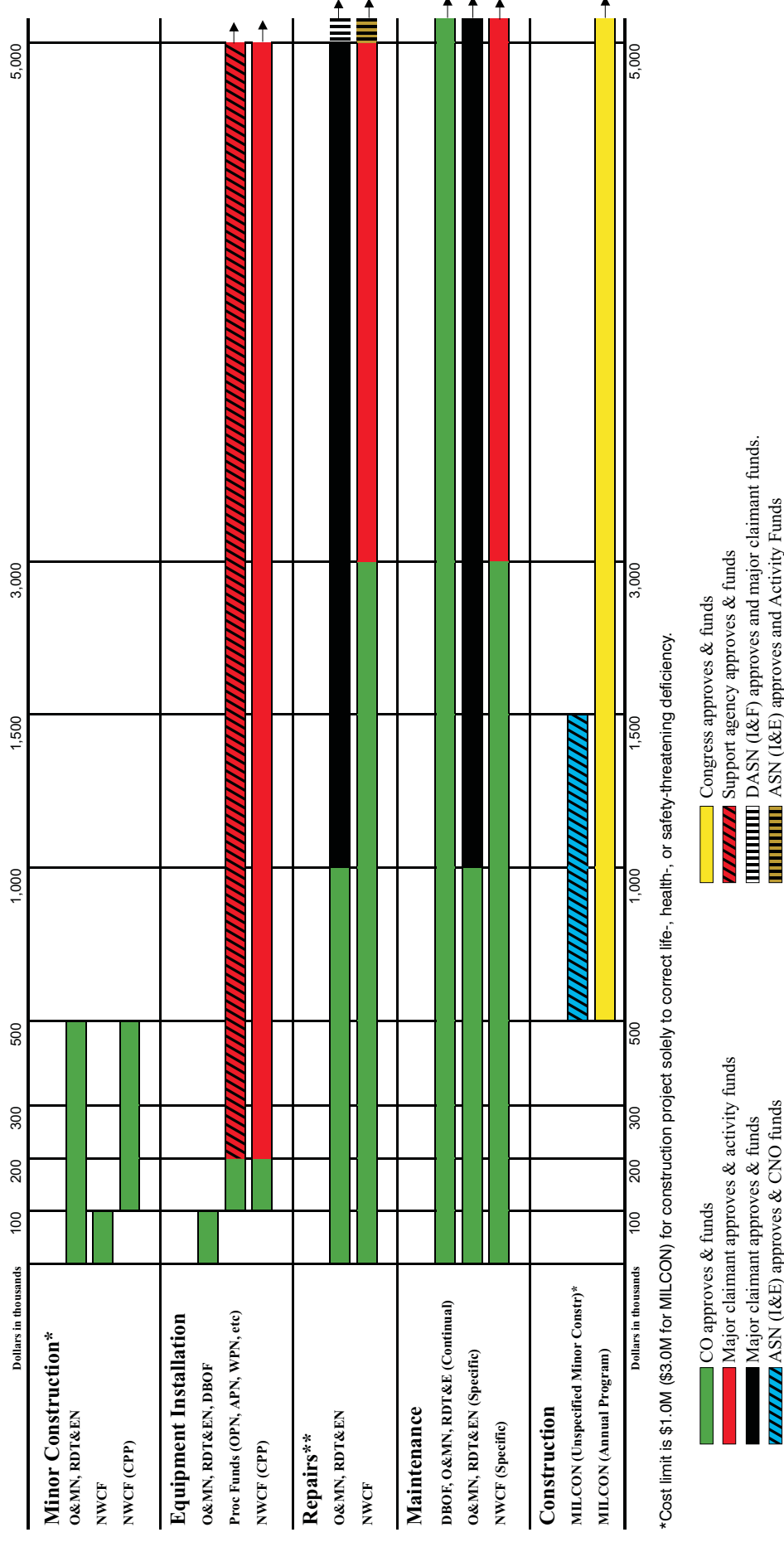
Between 90 and 95 percent of your real property maintenance (RPM) dollars should be spent on maintenance and repair. ASN(I&E) approval is required for all projects exceeding \$5 million. Projects exceeding \$10 million require congressional notification.

Equipment Installation

The organization providing the equipment funds these projects with the same procurement appropriation as used to procure the equipment. Ensure the project is documented properly. Special project documentation should be placed in the project file with the funding document.

Plan a year or two ahead. Project approvals and designs take time. Designs should be ready to advertise for bids by May or June each year. If you are going to fund the project in the following year, try to open the bids in early September of previous year. This will allow you to use any year-end funds available at your base or another one under the same claimancy.

Facilities Projects Monetary Limits by fund source



Repair projects costing over \$10 million require notification of Congress.

Authority: OPNAV INSTR 11010.20, Facilities Project Manual
Major claimants may set CO authority below those shown

**Repair projects over \$500,000 having a cost in excess of 50% of the replacement value of the complete facility must have approval of major claimant

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